Student Affairs Student Internship:  
Editor-in-Chief

General Statement of Duties
The Student Affairs (SA) Student Internship provides an intensive co-curricular experience for the Division’s Editor-in-Chief of the SA blog. He or she leads the SA student-writer staff and manages all operational processes. As part of the SA Integrated Marketing Team (IMT), the purpose of the SA blog is to serve the main digital mobile communication hub for student life at the University of Memphis.

Supervision Received
This intern receives supervision from the Assistant Vice President for SA and the IMT Team Manager/Marketing Graduate Assistant for SA.

Supervision Exercised
This intern supervises the IMT’s student writers.

Learning Outcomes
Through this experience, the undergraduate student intern will learn and demonstrate:

1. **Management Skills** through maintaining and creating organizational systems, supervision of the IMT’s student writers and providing a clear vision driven by analytics data.
2. **Leadership Skills** through role modeling professional behavior in person and online with clients and staff, providing feedback and direction through clear communication and making decisions that move the SA blog forward.
3. **Assessment Skills** through data collection, analysis and evaluation about organizational systems, execution and performance.
4. **Integrated Marketing Skills** through engaging digital stories and articles produced on the SA blog and shared on social networks, augmenting classroom theory and industry best practices applications.
5. **Advanced Communication Skills** through editing each SA blog story, writing weekly reports and conducting regular one-on-one meetings with staff and clients, reflecting an active synthesis and cognitive understanding.
6. **Organizational Change and Political Skills** through developing a broader understanding of Higher Education’s organizational structure and culture by actively engaging with all levels of the University Community members.
Related Courses:
• JOUR 3526 – Multimedia Storytelling
• JRSM 2121 – Media Writing

Tour of Duty
All hours (maximum: 10/week) are to be completed during normal business hours which are Monday through Friday, 8 a.m. to 4:30 p.m. Evening and weekend hours may also be available based on content production schedules.

Qualifications
1. Communication Studies, English, Public Relations, and/or Marketing related majors preferred.
2. Demonstration of excellent writing and editing skills and proficiency in WordPress, Blogger or related content management platforms preferred.
3. Good verbal communication skills, strong customer service orientation, ability to interact well with the diverse segments of the University of Memphis community
4. The successful candidate will be a mature, responsible, independent thinker, who demonstrates flexibility and good problem-solving skills.
5. Work-study eligibility is preferred

Compensation
All interns are compensated up to $1,000 a semester. The hourly rate is between $9 - $9.75 per hour depending on qualifications. Students will work 9 - 12 hours per week. The position may also be offered for academic credits, coordinated through the student’s major advisor.

Application Deadline: Until Filled.