**Student Affairs Student Internship:**
**Creative Media Design Manager**

**General Statement of Duties**
The Student Affairs (SA) Student Internship provides an intensive co-curricular experience for the Division’s Creative Media Design Manager. He or she is responsible for providing leadership to the Design and Video staff and overseeing operational processes. As part of the SA Integrated Marketing Team (IMT), the purpose of the Creative Media Design Team is to create engaging, modern graphic designs and engaging brief videos that educate, inform and inspire; highlighting 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 Creative Media Design Team’s student graphic designers and videographers.

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

1. **Management Skills** through maintaining and creating organizational systems, supervision of IMT’s Creative Media Design Team 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 IMT forward.
3. **Assessment Skills** through data collection, analysis and evaluation about organizational systems, execution and performance.
4. **Integrated Marketing Skills** through engaging digital graphic designs and videos produced for SA websites and social networks.
5. **Advanced Communication Skills** through weekly reports and regular one-on-one meetings with staff and clients, reflecting an active synthesis and cognitive understanding.
6. **Organizational Change and Political Skills** through a developed understanding of Higher Education’s organizational structure and culture by actively engaging with all levels of the University community members.
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, Art, Public Relations, English and/or Marketing related majors preferred.
2. Demonstration of excellent writing and editing skills and proficiency in Adobe Premiere, Creative Suite software, Final Cut Pro or related editing software preferred.
3. Good verbal communication skills, strong customer service orientation, ability to interact well with the diverse segments of the University of Memphis community preferred.
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.