

**Position:** Marketing/PR Internship

**Site:** MSU's W.K. Kellogg Biological Station  
(Between Kalamazoo and Battle Creek, 70 miles from East Lansing)

**Internships:** Fall (September – November)  
Spring (January – April)  
Summer (May – July)

**Schedule:** 15-20 hours/week  
Primarily Monday – Friday, 8:30 a.m. to 4:30 p.m.  
Some evening and weekends required

**Compensation:** \$1,500 for 10 weeks

**Responsibilities:**

- ✿ Write/design client materials (e.g. press releases, advisories, articles, fliers, brochures)
- ✿ Build media list
- ✿ Coordinate and distribute marketing materials
- ✿ Assist with event planning and production
- ✿ Update Web pages
- ✿ Undertake duties as designated by internship mentor

**Qualifications:**

- ✿ Junior, senior or recent graduate studying public relations, marketing, communications, journalism, etc.
- ✿ Strong writing skills and work ethic
- ✿ Takes initiative and has good organizational skills
- ✿ Working knowledge of InDesign, Publisher, Illustrator and Photoshop software
- ✿ Ability to work independently and meet deadlines
- ✿ Valid Driver's License

**Contact:** **Barbara Baker** Assistant Director, Communications & Community Relations  
W.K. Kellogg Biological Station Phone: 269-671-2263  
3700 East Lake Drive Fax: 269-671-2357  
Hickory Corners, MI 49060 E-mail: [communityrelations@kbs.msu.edu](mailto:communityrelations@kbs.msu.edu)

**Application Due:** Fall Internship July 1  
Spring Internship November 1  
Summer Internship February 1

Send resume and cover letter to contact information listed above.

**W.K. Kellogg Biological Station (KBS)** is Michigan State University's largest off-campus education complex and one of North America's premier inland field stations.

This Internship is a wonderful portfolio building opportunity! Work in a beautiful environment with helpful and appreciative staff.