

DEVELOPMENT & COMMUNICATIONS INTERNSHIP

W.K. Kellogg Biological Station

The objective of this 12-week professional Internship is to facilitate the growth of the Intern's written communication skills in a scientific context to reach a wide and varied audience. This Internship is unique because of its location at Michigan State University's W.K. Kellogg Biological Station in Hickory Corners, MI, where Interns have the chance spend a summer advancing in their field and learning about cutting-edge natural science.

The Intern will be trained by the KBS Development & Community Relations Coordinator in a variety of modules, using MSU brand standards as a platform to communicate scientific research to the community. The Intern will be evaluated on her or his progress multiple times throughout the Internship.

The intern will work approximately 20-24 hours each week at KBS, while taking at least one MSU summer course at KBS. ***If you commit to only 1 KBS course over the 11-week internship, and you have no other outside commitments, your internship work load may increase to 30+ hours per week during the session you are not taking a course. There will be occasional weekend and evening hours for events. The Internship compensation package includes a \$2500 stipend and FREE room and board at KBS (Total compensation = \$4260).

At minimum, the Intern will assist the KBS Development & Community Relations Coordinator with the following tasks:

- Designing promotional materials promoting the significance of KBS research
- Connecting KBS alumni with current KBS on-goings
- Drafting, producing and distributing communication pieces and/or fundraising materials, and assisting with donor-related events

By the end of the Internship, the Intern will have:

- Completed portfolio-worthy projects that emphasize KBS research
- Significant experience consistently communicating from a branded perspective
- Gained valuable skills and experience in relationship building, project management, and the planning and execution of communication projects

The ideal candidate for this Internship should have:

- A major in Communications, Profession Writing, Public Relations
- Excellent interpersonal, written and verbal communication skills
- An interest in communicating about science and/or research
- Ability to take a complex subject matter and communicate it to a wide audience
- A working proficiency in Adobe Creative Suite (CS5.5 or higher)
- Enthusiasm for learning about the world around them and gaining new skills
- The ability to productively participate in and learn from critiques
- Effective time and project management skills, strong attention to detail

Candidates should be prepared to submit 3-5 portfolio pieces for consideration when applying. Please email Sarah Carroll (scarroll@kbs.msu.edu) with questions about this Internship, or email Danielle Zoellner (KBSSummer@kbs.msu.edu) with questions about the KBS Internship program.