DEVELOPMENT & COMMUNICATIONS INTERNSHIP
W.K. Kellogg Biological Station
Hickory Corners, MI

The objective of this 11-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. 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.

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
• 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.