

EXTERNAL COMMUNICATIONS INTERNSHIP

W.K. Kellogg Biological Station (Hickory Corners, Michigan)

May 14 - August 2, 2019

The objective of this 12-week professional Internship is to facilitate the growth of the Intern's communication skills in a story-telling and 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 using MSU brand standards as a platform to communicate to the community via social media, web, and written communication. The Intern will be evaluated on her or his progress throughout the Internship and will have weekly check-in meetings with their mentor.

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. Work time may increase in the second session of the summer if the intern is not taking a KBS course.

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 and/or impact
- 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 KBS Academic Programs (KBSSummer@kbs.msu.edu) with questions about the KBS Internship program.