

**INTERNSHIP/COOPERATIVE EDUCATION JOB REQUISITION
TEXAS WOMAN’S UNIVERSITY – CAREER SERVICES**

Open Date:

11/15/10

Closing Date:

12/10/10

Beginning Date:

1/17/11

Rate of Pay:

Unpaid

Hours per Week:

15-20

Title:

Communications Intern

Additional Information: Flexible with students schedule? Yes

Times Needed to Work:

Monday	Tuesday	Wednesday	Thursday	Friday
Flexible – request intern work four hours min per shift				

List skills/qualifications needed for this position

Position: The Communications Intern will work Communications Specialist and Communications Coordinator to assist with all internal communications publications and projects.

Hours: Minimum 15-20 hours per week. Prefer intern commit to at least four hour blocks of time in office.

Compensation: Unpaid Internship. Will work with intern to provide academic credit if applicable.

Responsibilities:

- Assist with creation of content for communications products – daily e-mail publication, weekly newsletter, feature articles, presentations, etc.
- Assist with gathering news content
- Assist with publishing e-mail blasts
- Produce content and maintain communications bulletin boards
- Work with the team of communications volunteers to develop news content
- Participate in weekly communications meeting with volunteers
- Assist with administrative needs of the team

Skills Required:

- Detail-oriented
- Excellent written and verbal communication skills
- AP Style knowledge
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher
- Creative, some graphic design experience helpful
- Knowledge of Microsoft Expression or FrontPage a plus

Application Procedures

Submit the following documents by e-mail to Danecia.Jones@aa.com before 5 p.m. December 10, 2010.

- Cover Letter
- Resume
- Two writing samples (ex. Press Release, Newsletter, Marketing Piece, Feature Article)

Contact Info

Company/Department: American Airlines – AFW Maintenance Base

Contact Person(s): Danecia Jones

Contact Person Position: Communications Specialist

Address: 2000 Eagle Parkway MD 8000 Fort Worth, TX 76177

Phone: 817-224-0550

Email: Danecia.jones@aa.com

Website:

Email this form to careers@twu.edu or fax to 940-898-2956.

Please notify the Career Services Office when a position has been filled to assist us in keeping the Internship/Co-op job board and website current for TWU students.

Thank you!

Career Services • Human Development Building (HDB), Suite 200

Phone: 940-898-2950 • Fax: 940-898-2956

Disclaimer

The TWU office of Career Services makes no representation concerning persons seeking employment from, or the jobs posted on, the Career Services website/bulletin boards. The office of Career Services reserves the right to decline to post any employment opportunity.