

the
Holocaust
Resource Center
of Kean University

Internship Description

Social Media and Marketing Assistant, Holocaust Resource Center

The Holocaust Resource Center (HRC) is a joint initiative between Kean University and the Holocaust Resource Foundation, a private philanthropic organization founded by Holocaust survivors who rebuilt their lives in New Jersey. The HRC was established in 1982 to foster and reinforce ongoing awareness of the Holocaust among students, teachers and community members. From its inception, the Foundation's founders recognized education as the integral driving force behind the organization. Today, the Center continues to honor its founders by promoting messages of respect, understanding and empowerment. We fulfill our educational mandate in three ways: collections, commemorative events and teacher training. HRC programs and resources align with the New Jersey State Mandate on Holocaust Education. Through our various initiatives, we seek to learn from the past in order to create a better future.

Objective

Under the supervision of the Director and Managing Assistant Director III of the Holocaust Resource Center, the intern will develop social media and marketing materials to spread awareness of the Holocaust and diversity, equity, and inclusion initiatives to student, educator, and community audiences.

Responsibilities & Duties

- Performs various administrative tasks at the direction of the Directors.
- Acquires understanding of the HRC's history and mission.
- Conducts research on HRC speakers and events, and develops a digital marketing plan.
- Creates digital content, including social media and website posts.
- Creates press releases and marketing materials for various audiences.
- Performs other duties as needed.

The intern will maintain a Google Spreadsheet to chart work hours performed (120 hours total). These hours will be scheduled in consultation with the Directors. The intern will submit a 5-7 page reflection paper at the conclusion of the internship.

Qualifications

The intern will possess strong writing skills, communication, and organizational skills; proficiency in social media platforms; video editing capabilities (or willingness to learn); and ability to work independently.

Premiere Stages at KEAN

Professional Internship Program

Premiere Stages, the professional theatre company in residence at Kean University, offers a professional intern program for applicants who have an interest in pursuing a career in theatre arts. The program provides intense on-the-job training, weekly educational seminars, and field trips to New York City. The intern pool is comprised of current college students and recent college graduates.

Requirements

Candidates must be 18 or older and have completed at least one year of college-level training.

Duration

Internships are offered June - August 2022. Kean students may have the option to extend their internships into the Fall.

Compensation

Interns not requiring housing receive a weekly stipend of \$250. A limited number of interns are eligible for on-campus housing and receive \$200

weekly. Interns may participate in the Equity Membership Candidate Program (EMC), when applicable.

Internships are available in the following concentrations:

Administrative Internships

*Artistic/Literary
Education/Community Engagement
Box Office/Marketing*

Technical Theatre Internships

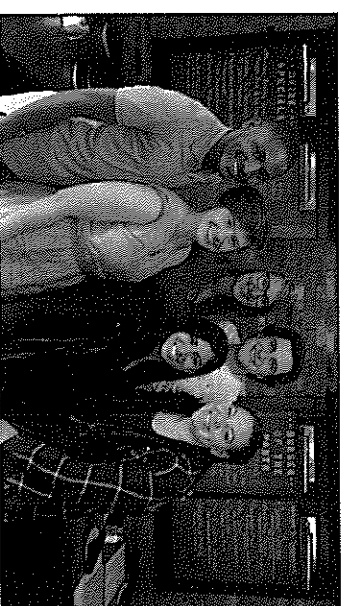
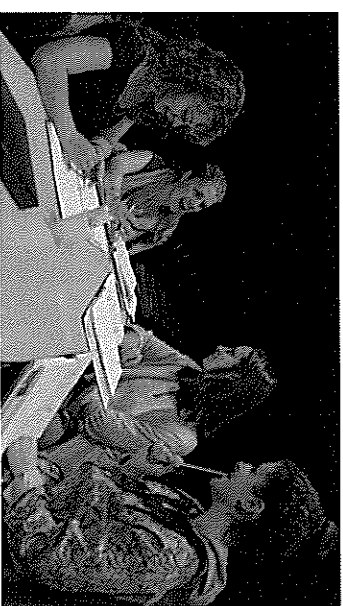
*Production
Stage Management
Company Management*

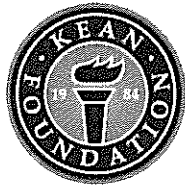
Application

Applications will be accepted **December 1, 2021** and continue until all positions are filled. Interested applicants are encouraged to apply before **March 1, 2022**.

To apply, please visit:

www.premierestagesatkean.com/internships





KEAN UNIVERSITY FOUNDATION

2022 Spring Semester Internship Program

The Kean University Foundation (KUF) is Kean University's primary fundraising and gift-receiving organization. KUF was founded in 1984 as a non-profit, tax-exempt organization that advances the mission of Kean University by pursuing and securing private support to benefit Kean's students, faculty, programs, and/or facilities.

Program. The 2022 Spring Semester Internship Program is designed to offer a significant growth and hands-on learning experience for individuals interested in philanthropy, nonprofits, and development.

Hands-On Experience. Interns will gain valuable fund development experience by working directly with KUF staff. Among many other tasks, interns will have the opportunity to:

- Participate in strategy meetings, staff meetings, donor briefings, etc.
- Conduct research on financial prospects
- Help draft proposals, talking points, and other industry-related documents

Special Project. At the start of the internship, the chosen candidate(s) will work with KUF's senior management team to determine a special project or research initiative. The special project (or research initiative) should be of academic value to the intern(s). At the end of the semester, the intern(s) will present the report or project overview at a Kean University Foundation Board of Directors meeting.

Training. Intern(s) will receive a Welcome and Orientation about KUF, its history, the philanthropic industry, and overall methodologies as well as best practices. Interns will also have the opportunity to participate in KUF training courses and webinars.

Team Meetings. Intern(s) will participate in regular team meetings and conference calls.

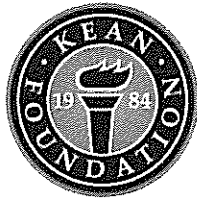
Expectations. The internship will be unpaid. The chosen candidate(s) must be able to intern for 150 hours over a 10-12 week period. KUF will work with the intern to complete any requirements necessary for academic credit.

Qualifications. Students interested in non-profit management and philanthropy are eligible to apply to be a KUF intern. Other qualifications will include:

- A minimum 3.0 GPA
- Philanthropic values and a commitment to service
- Superior written and oral communication skills
- Exceptional interpersonal skills and ability to work collaboratively with all levels of staff and volunteers
- Outstanding organizational skills and ability to manage multiple tasks simultaneously
- Professional demeanor
- Computer proficiency
- Strong work ethic, enthusiasm, and confidence

Inquires can be directed to Celia at 908.316.8920 or cisrael@keanfoundation.org.

For more information about KUF, please visit our website: www.keanfoundation.org.



KEAN UNIVERSITY FOUNDATION

Kean University Foundation Communications Internship Job Description

The Kean University Foundation is seeking a Communications Intern for the Fall 2021 Term (with the possibility of an extension) to assist with marketing and communications efforts. This role will directly support the Foundation's Chief Operating Officer ("COO").

Responsibilities Include:

- Assist in planning, writing and managing e-blasts and e-newsletters
- Update the Foundation's website using Wordpress with current events, relevant news, etc.
- Design event/program fliers, graphics and other marketing materials
- Update and maintain the Foundation's social media presence, including daily monitoring, posting, scheduling, and reporting updates
- Provide input for creative marketing strategies and social media campaigns
- Collaborate with staff on new ideas, directions and tools for marketing and communications

Qualifications:

- Currently enrolled at Kean University
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint
- Working experience with Adobe Acrobat (for extracting data from PDF files) desirable
- Firm grasp of social media tools and platforms, including Facebook, Twitter, Instagram, and LinkedIn
- Understanding of the basic principles of public relations and/or marketing
- Possess excellent written and oral communication and interpersonal skills
- Self-starter, good time management and creative with ability to communicate in a professional manner
- Ability to work both independently, and within a team
- Demonstrated versatility and integrity
- Commitment to the continuous improvement of service quality and the Foundation's mission
- Major: Communication, Communication Studies

Application Instructions:

Apply through the Kean University Online Employment and Internship Portal: <https://www.collegecentral.com/kean/>

Kean's Career Services to all students interested in applying for internships. Contact the Kean University Career Services Team via email at career@kean.edu or telephone (908) 737-0320 with any questions.

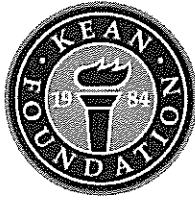
Start Date: Beginning of Fall 2021 Term

Hours: 40 Total

Application Requirements: Resume, Cover Letter and Two (2) Writing Samples

The Kean University Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



KEAN UNIVERSITY FOUNDATION

Kean University Foundation Data Management Internship Job Description

The Kean University Foundation is seeking a Data Management Intern for the Fall 2021 Term (with the possibility of an extension.) This role will directly support the Foundation's Director of Data Management and Analytics ("DDMA").

Responsibilities Include:

- Familiarize oneself with the Foundation's internal database management software, Raiser's Edge
- Work with the DDMA to clean and process raw data files, reconcile discrepancies and prepare data for upload/download (as applicable)
- Assist the DDMA with gift processing, acknowledgement letters and canned reports.

Qualifications:

- Currently enrolled at Kean University
- Proficiency in Microsoft Excel and Microsoft Outlook required
- Proficiency in other database management systems, including Microsoft Access, desirable
- Working experience with Adobe Acrobat (for extracting data from PDF files) also desirable
- Demonstrated technological proficiency, versatility and integrity
- Self-starter with good time management and ability to communicate in a professional manner
- Ability to work both independently, and within a team
- Commitment to the continuous improvement of service quality and the Foundation's mission
- Major: Computer Science or Information Technology

Application Instructions:

Apply through the Kean University Online Employment and Internship Portal: <https://www.collegecentral.com/kean/>

Kean's Career Services to all students interested in applying for internships. Contact the Kean University Career Services Team via email at career@kean.edu or telephone (908) 737-0320 with any questions.

Start Date: Beginning of Fall 2021 Term

Hours: 40 Total

Application Requirements: Resume and Cover Letter

Minimum GPA: 3.00

The Kean University Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



KEAN

INTERNSHIP

Division of Enrollment Services

Job Description

Objective

The Internship will provide overall support to the division of Enrollment Services to help reinforce enrollment goals and deliver engaging content to drive interaction among target audiences.

Responsibilities & Duties

- Assists with various undergraduate digital marketing initiatives to help drive traffic to Kean website and increase overall engagement across multiple channels
- Provides direct support to the Digital Marketing Manager in Enrollment Management, on special projects related to communication and lead generation efforts for prospective students
- Collaborates with and interviews student ambassadors and alumni to gather content for future marketing collateral, email communications, and social media campaigns
- Maintains and updates lead generation spreadsheets
- Performs other related duties as assigned

Requirements

The student should have a minimum of 75 completed credits with a GPA of 3.0 or higher. All for-credit internships will require at least 120 hours total within a given semester and will be supervised by a full-time faculty member in the department of their program of study.

Qualifications

- Strong written and oral communication skills
- Ability to develop positive working relationships with and build rapport with faculty and students
- Cultural competency; appreciation, embracing, and valuing of diversity
- Strong problem-solving, critical thinking, and independent decision-making skills
- Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision

Student Assistant -- University Relations

Kean University is seeking three (3) to four (4) student assistants for the Media Relations team in the University Relations office. Motivated undergraduate students at Kean University with strong writing and organizational skills may apply for the opportunity to get hands-on public relations, marketing, social media and media relations experience.

RESPONSIBILITIES: The student assistants will work with the Media Relations team to: write and distribute news releases promoting Kean University and its faculty, students and staff, write promotional stories for Kean News, assist in social media posting and monitoring, and provide administrative support to the office.

Specific responsibilities include: writing; interviewing; use of Cision or other state-of-the-art media monitoring/database software; and assisting at events and in event planning.

QUALIFICATIONS: Strong writing, grammar, communication and organizational skills; ability to work independently; and motivation to learn. (Communication or Public Relations majors preferred.)

**** For PR/COMM majors, it is recommended that you have taken both COMM 3650 (Intro to PR) and COMM 4620 (PR Writing) before applying. ****

APPLICATION PROCESS: Email cover letter and resume to Margaret McCorry, Director of Media Relations, Kean University at mmccorry@kean.edu.

Student Marketing Assistant – University Relations

Kean University is seeking student assistants for the University Relations team.

Motivated undergraduate students at Kean University with strong writing and organizational skills may apply for the opportunity to get hands-on marketing and promotional material development experience.

RESPONSIBILITIES: The student assistants will work with the University Relations team to: write, edit and format program description pamphlets and other promotional recruitment pieces as needed. They will work within an established template and ensure branding and style guidelines are observed. Students will provide administrative support to the office.

QUALIFICATIONS: Strong writing, grammar, communication and organizational skills; ability to work independently; and motivation to learn. (Communication or Public Relations majors preferred.)

APPLICATION PROCESS: Email cover letter and resume to Emily Renkert at erenkert@kean.edu. Please also send 2-3 writing samples of related work.

Job Description

Office of Conference & Event Services, Intern

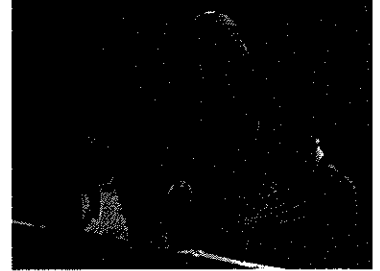
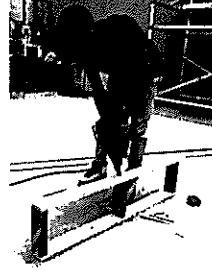
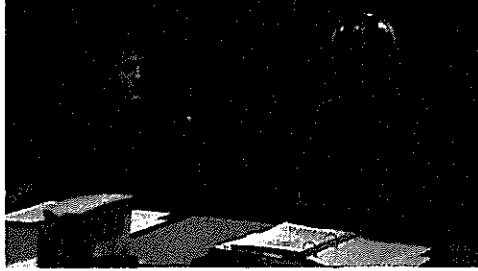
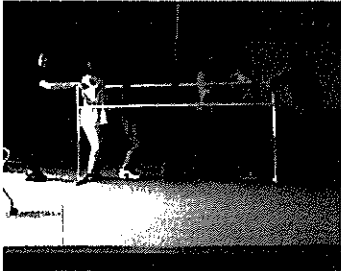
Under the direction of the Assistant Director of Conference and Event Services, Conference & Event Services Intern provides assistance in the administration of the day-to-day activities of the Office of Conference & Event Services.

Interns will learn about and develop competency with the campus-wide scheduling and event publishing software for the scheduling of facilities, resources and support services; provide administrative support in the planning and development of University event reservation policies, procedures and guidelines; assist Conference & Event Service staff in managing major University-sponsored events, externally-sponsored events and summer conferencing; and does related work as required.

This position requires flexibility for evening and weekend hours to learn about the execution of events.

Specific Day-to-Day Duties:

- Performs various administrative tasks at the direction of Office & Conference Event Services Staff.
- Provides daily phone coverage and checks the Head of Office & Event Services email address, as well as other various accounts. Will respond to all voicemail and email messages within 48 hours.
- Refers events to appropriate staff members based on event flow chart.
- Files signed contracts and documents electronically into the EMS (Event Management System) campus wide scheduling system.
- Accompany staff on site visits.
- Provides assistance in the execution of events at the direction of Office & Conference Event Services staff. This may include pre-event logistics, set-up and takedown of events, and on-site day of execution of events, as well as other planning needed for the execution of events.
- Monitors Office & Conference Event Services social media pages and generate events-specific social media content.
- Assist and Maintain events' files
- Research event and industry trends



Premiere Stages

Professional Internship Program

Premiere Stages, the professional theatre company in residence at Kean University in Union, NJ, offers a professional internship program for college students & recent grads who have an interest in pursuing a career in the theatre. The program provides on-the-job training, educational seminars, and field trips to New York City.

Duration

Internships are offered **June 1-August 7**. Kean students may extend their internships into August and September.

Concentrations

Administrative Internships

- Artistic/Literary
- Box Office/Marketing
- Education/Audience Engagement

Technical Theatre Internships

- Production (3)
- Stage Management
- Theatre Management

Compensation

- Local interns receive a \$250 stipend per week.
- Interns that receive free on-campus housing (limited availability) receive a \$200 stipend per week.
- Interns can participate in the Equity Membership Candidate Program (EMC), when applicable.

Application

Applications **open December 1, 2019** and continue until positions are filled. Applicants are strongly encouraged to apply **before March 1, 2020**.

To apply, please visit:

www.premierestagesatkean.com/internships-summer

Premiere Stages is committed to supporting a diverse group of emerging artists; people of all backgrounds, ages, and experience levels are encouraged to apply.



KEAN UNIVERSITY
FOUNDATION

Job Description Form

Job Title	Development Intern
Reports To	Director of Annual Giving
Location	Roselle Park, NJ & Union, NJ

Job Purpose

The Kean University Foundation is the Kean University's primary fundraising and gift-receiving organization. It was founded in 1984 as a non-profit, tax exempt organization that advances the mission of Kean University by pursuing and securing private support to benefit Kean's students, faculty, programs, and/or facilities.

The Kean University Foundation is seeking creative interns to assist in the day to day activities for the fundraising team as a *Development Intern*.

The Intern will work directly with Director of Annual Giving to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work.

Duties and Responsibilities

- Develop and manage content for the Foundation's websites and newsletters
- Craft and pitch press releases
- Collect and gather content for social media distribution
- Provides staff support for the implementation of special projects
- Conducting prospect research on potential and current donors
- Assist with development of content for solicitations
- Assist with planning events and meetings
- Handle special events, including assisting with creation of invitation list, all logistics, communicating with donors, students, the venue, and vendors
- Performs various administrative tasks
- Support with copyediting needs
- Performs other duties as assigned

Application Process: Email cover letter and resume to David Procaccini at hrjobs@keanfoundation.org with a subject line of "Application for Development Intern" along with 2-3 writing samples of related work.



KEAN UNIVERSITY
FOUNDATION

Job Description Form

Qualifications

- Strong writing, grammar, communication and organizational skills
- Ability to work independently and juggle multiple tasks
- Motivation to learn
- Background in reporting and analytics is helpful
- Proficient computer skills
- Possess an interest in a nonprofit career - particularly development and fundraising
- Communication or Public Relations majors preferred

Application Process: Email cover letter and resume to David Procaccini at hrjobs@keanfoundation.org with a subject line of "Application for Development Intern" along with 2-3 writing samples of related work.

Liberty Hall Museum and Academic Center Internship

Job Description

The Programs team at Liberty Hall Museum and Academic Center is searching for a student worker who is interested in exploring their creativity and serving the Kean community!

The ideal candidate is someone who would be able to comfortably work in a fast paced environment, has an interest in American and New Jersey history, is eager to learn and contribute, and has customer service experience. Programs Interns provide support to the Liberty Hall Museum and Academic Center team in office and throughout the property during various events throughout the semester.

Primary Responsibilities/Accountabilities Of The Internship Include But Are Not Limited To

- Managing and organizing perishable and non-perishable event resources
- Supporting guests and team members with administrative and non-administrative tasks vital to event success including note and message taking, event check-in, research and more
- Participating In Prep and breakdown of events
- Identifying and Reporting on LHAC digital and static media placements
- Assistance with influencer gifting
- Greenroom monitoring
- Social Media calendar management
- Social Media vetting
- Responding to Social Media inquires
- Consulting on event floor plan strategy
- Providing feedback on current Social Media Trends
- Assisting with post-event report completion
- Serving as a liaison between staff and vendors on and off the premises

Qualifications & Experience

Knowledge of Microsoft Office (Word, Powerpoint, Excel)

Intermediate Experience With Social Media (Facebook, Twitter, Instagram, IG Stories)

Strong Organizational Skills Are A Must

Strong Customer Service Skills (Positive Attitude, Graciousness, Confidence, and Compassion)

Fascination With American And New Jersey History

Interest in Event Coordination and Public Relations

Contact: Keyaira Boone, Programs Coordinator at extension 75301 or keyboone@kean.edu.

Internship

Learning Commons - Writing Services and Public Speaking Lab

Job Description

Objective

The internship will provide overall support to Writing Services and Public Speaking Lab to help develop, with the assistance of writing tutors, online resources as quick reference guides for undergraduate and graduate students, to include tutorial videos and other reference material, for the Learning Commons website.

Responsibilities & Duties

- Assist with marketing initiatives to help drive traffic to Writing Services and Public Speaking Lab and the website.
- Provide direct support to the Managing Assistant Director on special projects related to new initiatives for the Learning Commons.
- Present at workshops and in-class presentations
- Assist with management of student workers
- Assist with development of online resources to include tutorial videos
- Perform other duties as assigned

Qualifications

- Strong written and oral communication skills
- Strong skills in producing, filming and editing tutorial videos for the website
- Ability to develop positive working relationships with staff and students
- Cultural competency; appreciation, embracing, and valuing of diversity
- Strong problem-solving, critical thinking, and decision-making skills
- Capability to function independently, self-motivated, and self-starter who can work without constant direction and close supervision.

Apply

To apply for this internship, please email resume and cover letter to writingcenter@kean.edu

KEAN QUEST Internship

In hiring an intern to assist with Kean Quest, the university's student research journal, we're looking for someone with more than just basic coding skills. We're looking for a mature collaborator who can assist with both interactive content for the website, as well as work on PR materials and other areas of expansion for the journal and general literary presence of Kean.

More specifically, we're looking for someone that is enthusiastic about bridging the gap between the reader and digital native, someone passionate about communication, genuine collaboration, and, ideally, digital public relations assistance. In particular, these are some of the specific background aspects we're looking for in an intern:

- **Soft Skills:** Thoughtful collaborator, well spoken, strong writing skills, communicative, confident, professional, transparent
- **Technical skills:** Able to code and design a website, create interactive images, code a document to be interactive, clear and clean writer, social media savvy, interest in the literary and intellectual realms of academia
- Ability to design and code an intuitive and interactive website
- Capacity to synthesize a written piece and figure out how to interactively enhance the work without diminishing it
- Skilled with social media, and can intuit what sort of digital presence would work to promote both the Kean Quest brand, as well as other literary endeavors
- Ability to assemble digital press kits, if needed
- Self-directed and confident; unafraid to contribute ideas, contribute to dialogue about design direction, and communicate about the feasibility of deadlines
- Consummately professional, thrives under pressure, and is responsible
- Supportive and knowledgeable about Kean; wants to see new initiatives succeed
- Understands the connection between creative work and technology

If this sounds like you, we humbly ask that you reach out to us at keanquest@kean.edu to schedule an interview.

Sincerely,
Eric Farwell and the Kean Quest team

INTERNSHIP POSTING

Student Marketing Intern – Kean University, Master of Arts in Holocaust and Genocide Studies

The Master of Arts in Holocaust and Genocide Studies is seeking a student assistant for the program's administrative team.

Motivated undergraduate or graduate students at Kean University with strong writing and organizational skills may apply for the opportunity to get hands-on marketing and promotional material development experience.

Responsibilities – The student assistant will work with the Holocaust and Genocide Studies director to: write, edit, and format program description pamphlets and other promotional recruitment pieces as needed. Special responsibilities for managing and maintaining social media platforms: Instagram, Twitter, FaceBook, and the program's website.

Qualifications: Strong writing, grammar, communication, and organizational skills; ability to work independently, and motivation to learn. Experience with social media and must. Familiarity with graphic design preferred.

Application process: Email cover letter and résumé to Dr. Dennis Klein, Holocaust and Genocide Studies director, at dklein@kean.edu. Include any graphic design samples, including design of event fliers.

Social Media Internship Job Description

Overall Tasks:

- Garner users to follow/like for the School of Computer Science & Technology
- Establish a presence on all social media channels (Twitter, Instagram & LinkedIn) and engages the audience by developing social media content and videos
- Creates newsletter (student-biweekly) (departmental-quarterly)
- Assist with special events and classroom visits
- Reports to Managing Assistant Director

Regular commitments/meetings:

Available a minimum of 10 to 15 hours per week;
Attend biweekly staff meeting

Qualified candidates will be/have:

- Excellent written and verbal communication
- Self-motivated, detail-oriented with strong editing skills & organizational skills
- Excellent computer skills with experience in social media & Microsoft Office
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines
- Experience working in Photoshop, Canva, Illustrator, or InDesign preferred
- Openness to learning and growing within the internship experience

Ideal candidate is an undergraduate or graduate student in public relations, marketing, communications, digital communication for business development. Ideal candidates will be detail-oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge. This is intended to describe the general nature and level of work, and this is not an exhaustive list of all responsibilities, duties, and skills required. Interns may be required to perform duties outside their normal responsibilities.

Location, Hours, Start & End Dates: NAAB, The School of Computer Science & Technology. Available now with a minimum commitment of ten weeks preferred.

Student Benefits

This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in an academic environment, all while building their portfolio and professional contacts

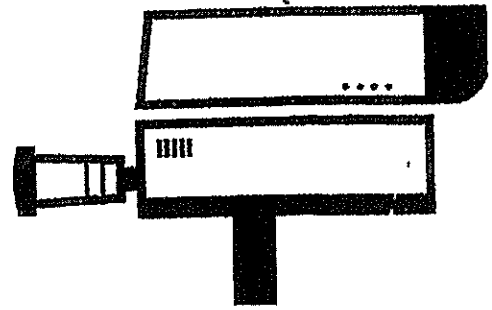
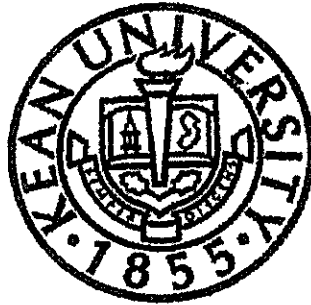
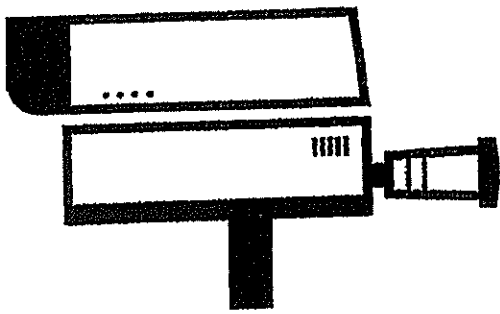
- School credit, depending on the requirements

How to Apply This internship is for currently enrolled students. Please send resumes to Noel Diplan at diplann@kean.edu with Subject Line, ATTN: Social Media Internship

THE OFFICE OF UNIVERSITY RELATIONS IS

HIRING

STUDENT WORKERS



SEEKING EXPERIENCED STUDENTS FOR

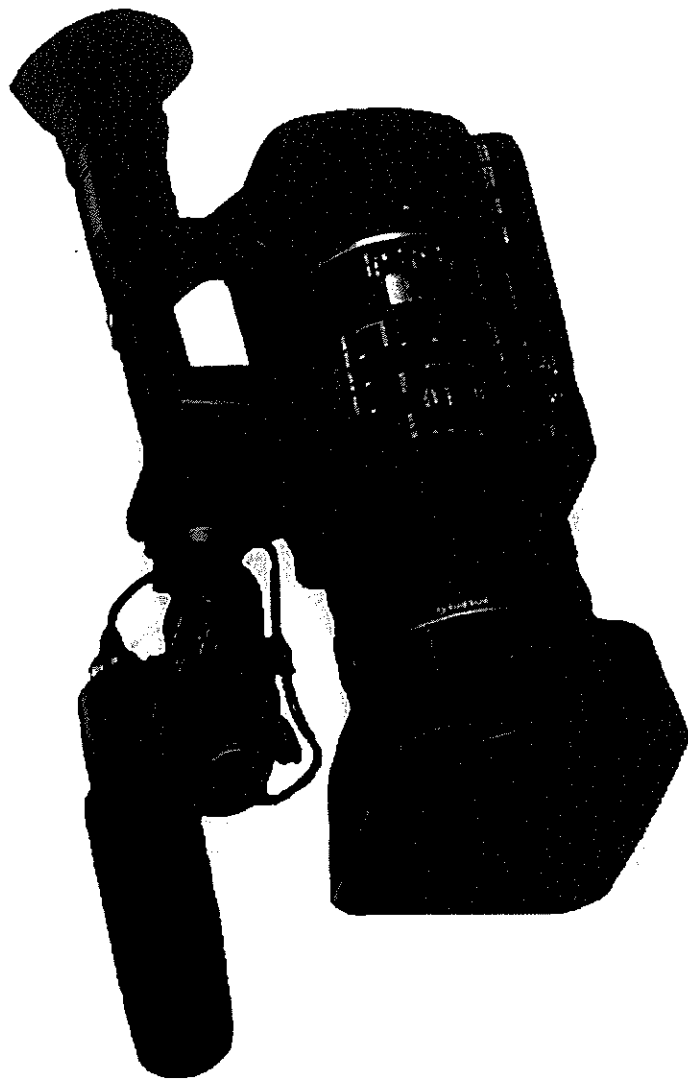
- STUDIO TV PRODUCTION •
- REMOTE VIDEO PRODUCTION •
- DIGITAL VIDEO EDITING •

Office of Computer and Information Services Now Hiring

Camera Operators

Sports Commentators

Production Directors



Kean University
Contact

Ajah Hunter
E: Ajah@kean.edu





Lesniak Institute

for AMERICAN LEADERSHIP

Intern Position: Public Relations and Social Media Intern

Report To: Director of Public Relations and Social Media

Weekly Hours: 15 **Stipend:** \$500

Term of Employment: [REDACTED]

Position Summary

Our non profit organization is look for a Public Relations and Social Media Intern to join our team. The ideal applicant will possess strong knowledge in the digital media landscape, event planning and community outreach, and media. The selected candidate will be flexible and able to attend Institute events. Those looking to gain valuable online and in-person, media experience are encouraged to apply.

Qualifications/Skills

- Pursuing a Bachelor's Degree in Communication or related field
- 2+ years' experience in social media/marketing
- Excellent oral and written communication skills
- In-depth working knowledge of Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Experience with social media analytics, including Google Analytics and Facebook Insights
- Ability to manage multiple projects simultaneously
- Knowledge of Adobe Suite (LightRoom, InDesign, Illustrator, Photoshop) preferred
- Skills in photography and/or videography preferred

Duties and Responsibilities

- Creating press releases and sending to relevant news organizations
- Attending and assisting with events the Institute is supporting or hosting
- Schedule posts using the Hootsuite platform
- Find relevant events for the Institute and reach out to organizers
- Create and curate engaging content
- Build and update media lists and databases
- Assist with projects for the Institute as directed by immediate supervisor

To apply for this position, email info@lesniakinstitute.org with the following attachments (pdf only):

1. Resume
2. Unofficial Transcript
3. Portfolio of public relations/social media content. (Portfolios may include, but are not limited to: press releases, social media content, designs, photography, videography, campaign outlines, SWOT analysis, flyers, etc.)

Graduate Assistant / Academic Specialist – University Relations

Kean University is seeking a graduate assistant / academic specialist for the Media Relations team in the University Relations office. This position is right for you if you are a motivated young professional pursuing a master's degree at Kean University who wants the opportunity to get hands-on public relations, marketing and media relations experience.

RESPONSIBILITIES: The graduate assistant / academic specialist will work with the media relations team writing and distributing Kean University news releases to media outlets and reporters, writing news stories for the Kean XChange website, overseeing and editing blog entries from Study Abroad students, coordinating student assistants, providing administrative assistance and helping at events.

QUALIFICATIONS: Qualified candidates will have a bachelor's degree, at least one year of work experience (or equivalent internship) in a related field or a degree in marketing/communications/public relations, strong writing, grammar, communication and organizational skills; ability to work independently; and motivation to learn.

APPLICATION PROCESS: Email cover letter and resume to Margaret McCorry, Director of Media Relations, Kean University at mmccorry@kean.edu.

For Graduate Students
ONLY
(Current or Pending)