



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

* Students MUST See
Prof. Sullivan before applying *

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 3660 (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.

★ Students MUST See
Prof. Sullivan
Before Applying ★

Job Description

Office of Conference & Event Services, Intern

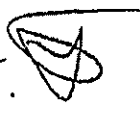
Under the direction of the Assistant Director of Conference and Event Services, Conference & Event Services Intern provides assistance in the administration of the day-to-day activities of the Office of Conference & Event Services.

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 Events~~ ^{Head of Events} EDV 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

~~*~~ Students MUST see Prof. Sullivan
Before Applying. 

Student Marketing Assistant – University Relations

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

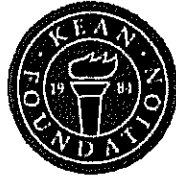
Motivated undergraduate students at Kean University with strong writing and organizational skills may apply for the opportunity to get hands-on marketing and promotional material development experience.

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.

Student MUST Contact
Prof. Sullivan BEFORE
Applying



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.

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

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.

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

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)