The Department of Journalism and Communication (JCOM) is partnering with the Jon M. Huntsman School of Business (JMHSB) to offer up to four work opportunities during the Fall 2017 Semester. Students in these positions will create print, digital and video content for the Huntsman School to use for a variety of marketing and communications projects. This is a great way to get work experience, portfolio material, and a professional reference while also making $10/hour and earning JCOM credits. Here’s what you need to know!

Writer/Content Creator

(Two positions open)

Primary Responsibilities:

• Write at least two press releases per month that can be fitted to different audiences (e.g. alumni, students, prospective students, donors etc).
• Develop website content.
• Write other content for HSB marketing and communications activities as needed.

Qualifications:

• Strong writing skills. Ability to write in a variety of formats and use different styles and tones depending on audiences and project goals
• Strong interviewing skills.
• Ability to quickly understand the goals, programs, services, culture and key personnel at the JMHSB.
• Ability to manage multiple projects and meet deadlines.
• Works well as part of a team. Confident approaching and collaborating with various audiences and stakeholders: students, faculty and staff, donors and potential donors, news media etc.

• Proficient in writing in Associated Press (AP) style.
• Ability to take initiative and responsibility to research the subject matter.

Video Content Creator/Editor

(Two positions open)

Primary Responsibilities:

• Develop, set-up, shoot and edit at least four “My Huntsman Experience” video vignettes (3-5 minutes) per semester.
• Edit existing video content for use in new marketing and communications materials.
• Develop, set-up, shoot and edit “Dare Mighty Things” video profiles (1-2 minutes) of multiple members of the Huntsman community, including future/current students, faculty and staff, alumni, employers, donors, and parents.
• Develop, set-up, shoot and edit additional video content/projects as needed.

Qualifications:

• Strong video shooting skills.
• Strong video editing skills.
• Ability to visualize, strategize and plan video projects.
• Ability to quickly understand the goals, programs, services, culture and key personnel at the HSB.
• Ability to manage multiple projects and meet deadlines.
• Works well as part of a team. Confident approaching and collaborating with various audiences and stakeholders: students, faculty and staff, donors and potential donors, news media etc.

Start and End Date:

The work opportunities will begin immediately after students are selected, and go to the end of the Fall semester.

Time Requirement:
Students are expected to work an average of 10 hours per week. This will include weekly meetings with the client and/or student supervisor to discuss the scope and status of projects.

**Compensation:**

Students will be paid at the rate of $10 per hour.

**Credits:**

Students are eligible to receive up to three upper-level JCOM credits.

**Client and Supervisor:**

Kim Larson, marketing director at JMHSB, is the primary client. Steve Reiher, assistant professor in JCOM, will serve as student supervisor.

**Application Process:**

Please contact Professor Steve Reiher at stephen.reiher@usu.edu or 801-201-5158 (c) to set up a time to discuss the position that interests you. Be prepared to show evidence that you can meet the job requirements.

**Work Location:**

Students will primarily work remotely or at the Ag Research and Huntsman Hall buildings.