**Communications and Event Internship**

Glasgow Caledonian New York College is seeking a Communications and Event intern to join the team. This is a remote position. The intern will work closely with the Office and Events Manager and other administrative departments to support the various needs of the college. Please note: This internship is unpaid.

Responsibilities include:

* Post, upload and manage content on the college Instagram account.
* General communication duties: Assist with event logistics and creation of materials for all college events and workshops.
* Research projects related to college activities.
* Create and distribute the Weekly Community Update email blast for staff, faculty, students and alumni via Constant Contact.
* Collaborate with the college staff to develop social media content designed to drive interest in the college.
* Assist with creating “spotlight” stories for the college social media platforms and the website.
* Generate summaries for college meetings.
* Take on additional projects as assigned.

Requirements:

* Strong oral and written communication skills.
* A positive mindset and “can do” attitude.
* Strong attention to detail.
* Excellent work ethic.
* Ability to work independently and as part of a team.
* Capability to manage and prioritize multiple tasks.

Preferred Qualifications:

* Experience using Microsoft Suite, Adobe Creative Suite, Constant Contact, WordPress and Blackboard.
* Knowledge of various social media platforms, especially Instagram and LinkedIn.

Additional Details:

* This internship is unpaid, with the option to audit a master’s level course.
* This will be a remote internship.
* Intern will report to the Office and Events Manager.
* Flexible schedule: Three to five days a week.
* We are able to provide a laptop if necessary.
* At least two references are required.

**To apply, please submit your resume and cover letter to Emma Christensen at Emma.Christensen@gcu.ac.uk.**