



MINNESOTA STATE UNIVERSITY, MANKATO

COLLEGE OF EDUCATION

Position Title: *Paid Communications and Events Intern/Student Worker*

Department: College of Education (COE)

Location: AH118 (COE Dean's Office)

Rate of Pay: \$13.25/hour

Hours: 10 - 20 hours per week

Description:

Earn great real-world experience by assisting the COE Communication & Events Coordinator with a variety of writing and communication efforts and event planning within the College of Education. This is an opportunity to be creative, grow professionally, and apply skills learned inside the classroom

Primary Responsibilities:

Assist in a variety of day-to-day technology, communication, and events:

- Assist in collecting, writing, and editing website and social media stories from COE departments, interview faculty/staff for website and social media postings
- Update and assist in maintaining COE Social Media sites (Facebook, Twitter/X, and Instagram)
- Take photos of designated events for social media
- Assist in the COE web updates
- Attend and assist at COE events such as the EdFest engagement fair, COE commencement ceremony, the COE pinning ceremony, and the spring picnic.
- Collaborate with COE Communication and Events Coordinator and fellow team on new ideas, directions, and tools for technology, marketing, and communications

Software and programs utilized in this role for marketing, posters, event signage, or social media work:

- Adobe products such as Photoshop and Premier
- Canva design software
- Microsoft Office products

Requirements:

- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Strong writing and verbal skills
- Preferred proficiency in Canva design software or Adobe Creative Suite programs (Spark, Photoshop, Premier)
- Firm grasp of available tools and platforms in social media
- Ability to work well independently and with a team
- Strong listening and customer service skills
- Ability to perform internet research
- Attention to detail



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Work is traditionally completed in the office (normally completed during office hours of M-F, 8:00 a.m. – 4:30 p.m., but the position requires occasional evenings or weekends when events are taking place). This position will work on special events such as the COE Pinning ceremony, EdFest engagement fair, and COE commencement social media.

This position is available as a traditional student worker position but can also be adjusted to meet the needs and requirements of an official academic university internship.

This paid position is a great opportunity for students to build their portfolio by developing, creating, and implementing a multitude of technology and communications materials. The successful applicant will gain firsthand experience in technology and communications in a higher education setting and have an impact on an organization by implementing innovative ideas and performing quality work.

Apply for this position!

We are currently accepting applications for this position and conducting interviews. To apply, email Christina.Hinz@mnsu.edu a copy of your work history and experience. (A formal resume is not required but is encouraged).

Feel free to email or call Christina Hinz with any questions on this position.

Christina Hinz

COE Communications and Events Coordinator

Email: christina.hinz@mnsu.edu

Phone: 507-389-2826

