

PUBLIC RELATIONS INTERNS

The North Carolina Central University Office of Public Relations seeks hard-working, self-motivated, creative and resourceful interns to work closely with the in-house PR department and various academic units.

Public Relations interns support the business of generating goodwill toward North Carolina Central University. Interns will support the development of a favorable image in the eyes of customers (students), employees, media and the public-at-large.

Candidates should be enthusiastic, creative, eager and attentive with excellent written, oral and interpersonal skills. Social media savvy is a plus.

Selected students will serve as graphic design, writing and communication or videography/ photography interns.

Graphic design interns will assist with the production of various projects, design flyers for various campus units and design electronic banners for myEOL. Interns will also produce and distribute monthly calendars for campus kiosks. A love for graphic design is key.

Typical responsibilities for writing and communication interns include writing and editing press releases, assembling media kits, contacting media outlets, coordinating press releases and story pitching, updating media lists, coordinating campus communication and announcements, attending university events and all other duties as assigned. A love of writing and creative “new idea” brainstorming are essential.

Photography and videography interns will assist in the creation of video projects, including serving as assistants to the university photographer. Interns will take images as requested using their own camera or equipment provided by the Office of Public Relations when available. Some evening hours may be required.

Students interested in interning must be current NCCU students in good standing with the university.

INTERNSHIP REQUIREMENTS:

Graphic Design Intern	Writing and Communications Intern
College junior or senior studying Visual Communication or related course work	College junior or senior studying mass communication/public relations or related course work
Knowledge of Adobe Creative Suite and Microsoft Office	Knowledge of Microsoft Office
Familiar with Mac operating systems	Excellent writing and communication skills

Photography Intern	Video Intern
College junior or senior studying mass communication/photo journalism or related course work	College junior or senior studying mass communication/photo journalism or related course work
Knowledge of Adobe Creative Suite (Lightroom or Bridge & Photoshop)	Knowledge of Apple iMovie, Final Cut Pro, Premiere Pro or other Non-Linear Editing software
Familiar with Mac operating systems	Familiar with Mac operating systems

Note: Sophomores with prior experience may be considered.

All interns will assist the office manager and PR director with administrative tasks.

SKILLS and ABILITIES

- Ability to multi-task
- Attention to detail
- Problem-solver
- Self-starter
- Organizational skills are a must
- Willing and able to devote at least 10 hours per week Monday thru Friday for in office work
- Computer proficiency
- Knowledge of social media

Students interested in the writing and communication internship should submit a cover letter, resume and at least two writing samples to publicrelations@nccu.edu. Put "PR Intern-Writing" in the subject line.

Graphic Design interns should submit a link to their online portfolio or supply a pdf via email to publicrelations@nccu.edu, including "PR Intern-Graphic Design" in the subject line.

Videography/ photography interns should submit samples of their work or links to videos via email to publicrelations@nccu.edu, including "PR Intern-Photography" in the subject line.