



## **Student Assistant, Communications**

### **Summer-Fall 2022**

Interested in science communications? Work with the Stanford Woods Institute for the Environment to help raise the profile of Stanford's environment and sustainability research, experts and events. We're currently recruiting paid student assistants to work with the Institute on communications-related tasks.

Duties may include: collecting and sharing media coverage of Stanford environmental research and expert commentary; social media content creation and posting; migrating website content and other basic website updates; news-style writing, current events research; metrics collection and media list development, and contact database updates. Interns with relevant experience or interest may also assist with multimedia content production of videos and podcasts.

This is a remote position. The candidate must be able to work independently with minimal supervision; have access to computer with WiFi; be comfortable with technology, search, keywords; able to read and evaluate online media material quickly; and write with a minimum of grammatical errors. Attention to detail, interest in current events, and sense of curiosity are key.

*Familiarity with the some of the following tools/platforms will help qualify applicants:*

- Google Drive, Docs and Sheets
- Mailchimp
- Social Media platforms including Twitter/Facebook
- Basic website content management systems (eg: Drupal)
- Adobe creative products
- Final Cut Pro video editing software
- Salesforce relationship manager

#### **HOURS AND COMPENSATION**

We're looking for a student to work 10-15 hours per week during the school year with an option to work more hours when class is not in session (ie, summer months). Schedule is flexible. Work is primarily remote though touch-down space can be reserved in the Woods office on campus. This is a paid position at a rate within range recommended by Stanford's undergraduate student wage scale.

Send cover letter with a resume and 2 writing samples to: [robjordan@stanford.edu](mailto:robjordan@stanford.edu). Note "Student Assistant APPLICATION" in subject line.

**DESIRED MAJOR(S)**

Any

**JOB FUNCTION**

Communications / Media

**QUALIFICATIONS**

- At least 1 year of full-time coursework at college or university
- Must be a student in good academic standing for the duration of the internship.
- Must be able to work independently with minimal supervision; have access to computer with WiFi; comfortable with technology, search, keywords; able to read and evaluate large volume of online media material quickly; and write in AP style with a minimum of grammatical errors.
- Strong writing skills and attention to detail
- Familiarity with social media content creation
- Strong organizational skills & initiative
- Creativity, openness to new ideas
- Interest in online and web-based tools; experience updating websites or databases is desirable
- Experience in videos production and/or graphic design is desirable

**CONTACT INFORMATION**

Send email to: [christineblack@stanford.edu](mailto:christineblack@stanford.edu). No phone calls, please.