The Social Media & Publicity Intern is responsible for assisting in publicizing Student LIFE’s events and programs using various social media platforms, photography, videography, as well as assisting with light editing and design work.

Application Deadline: Friday, April 21, 2017
   Turn application in to Student LIFE, PSU 209 or by email to studentlife@everettcc.edu

Period of Employment: August 1, 2017 - June 15, 2018
   Limited meetings and trainings will be scheduled summer 2017.

Hours:
   • 16 hours per week. Schedule varies around student’s quarterly class schedule.
   • Required weekly staff meetings.

Salary: $11.15 per hour

Important Dates
   April 21, 2017    Applications Due
   May 8-31, 2017    Tentative Interview/Portfolio Presentation Dates
   Aug 27-Sept 1, 2017  Student Leader Training Week
   Sept 5-8, 2017    Leadership Institute – Tri Cities, WA
   Nov 9-12, 2017    National Association of Campus Activities Conference – Reno, NV

Contact:
Christine Vasquez
Publicity Services Advisor
Student LIFE, PSU 209
425-388-9005 or cvasquez@everettcc.edu

Please keep this page for your records.
Responsibilities

- Possess a willingness to work with groups in problem solving and decision-making to attain group goals/objectives.
- Be open to learn and grow in acquiring student leadership skills with on-the-job training and feedback.
- Edit, organize, and create digital media from various Student LIFE events and programs utilizing Adobe Photoshop, campus resources and social media outlets.
- Update and maintain Student LIFE’s social network profiles, and calendar events
- Utilize camera equipment to photograph/video record events and activities sponsored by Student LIFE.
- Assist with minor design, document preparation and proof reading/editing of publicity publications and copy such as: posters, digital signs and newsletters, or any other form of promotional or informational materials as requested by the various organizations within or affiliated with Student LIFE, and as assigned and directed by Advisor.
- Represent, provide advice and knowledge of Publicity Services and materials/equipment, to those requesting services in relation to the above, and work cooperatively with Student Programs Board, ASB Senate, Executive Council, student clubs, campus community and printing services.
- Collaborate within Publicity Services team to design and write the weekly Student 411.
- All other duties as assigned. Complete job descriptions are available upon request in Student LIFE.

Qualifications

- Must be currently enrolled in at least 10 credits or be registered for 10 credits the quarter the position would begin in Fall 2017.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Summer/Fall 2017-Spring 2018)
- Demonstrate strong communication (written, verbal, and visual) and interpersonal skills.
- Have introductory knowledge of programs and equipment such as Adobe Photoshop, SLR camera, video camera and editing software. As well as experience with a variety of social media platforms including but not limited to Facebook and Twitter.

Instructions for Application:
Please print and/or type answers. Return the completed application to the front desk in Student LIFE, PSU 209 or email it to studentlife@everettcc.edu by Friday, April 21, 2017.

To apply, please complete and submit the following:
1. Completed application form.
2. Complete questionnaire.
3. Keep this page for your records.
4. Turn in application before deadline.
Student Graphic Design Intern Application

First Name: ____________________________  Last Name: ______________________________

Student ID #: _________________________  Credit Hours Fall Quarter: __________________

Are both your cumulative and quarterly GPA over 2.5?  □ Yes  □ No  □ New Student

How did you learn about the Social Media & Publicity Intern opportunity?

□ Student Leader Job Brochure  □ Bulletin Board/Poster  □ Student LIFE, PSU 209

□ Friend  □ Advisor  □ Social Media  □ EvCC’s Website  □ Other: _______________________

Mailing Address: ________________________________________________________________
______________________________________________________________________________

Phone: ____________________________  Cell Phone: _________________________________

E-Mail: _____________________________________________________________

Major Area of Study: ___________________  Expected Date of Graduation: _______________

How long have you been enrolled at Everett Community College? ______________________

Please grade yourself in the following areas. Use the following scale.

O=Outstanding  E=Excellent  G=Good  A=Average  F=Fair  I=Introductory

Adobe Photoshop  Adobe Premier  Photography  Videography  Word Processing Programs
Leadership  Organizational Skills  Self-Motivation  Attitude  Public Speaking  Communication Skills (Written)
Interpersonal Communication  Cultural Awareness or Cultural Competency  Team Collaboration  Work Ethic  Time Management

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Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.
Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization: __________________________

Dates of Employment: ______ to ________  Your Title: ________________________________

Description of your duties:

______________________________________________________________________________

______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________  Your Title: ________________________________

Description of your duties:

______________________________________________________________________________

______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________  Your Title: ________________________________

Description of your duties:

______________________________________________________________________________

______________________________________________________________________________

Reason for Leaving: ___________________
Please list any campus or community activities you are involved with.
Examples: clubs, organizations, community service, etc. Please list the most recent items first.

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Do you have any other commitments during the 2017-18 academic year?
Examples: off-campus work, student athlete, student clubs, etc. If so, please list:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please list at least three (3) references that are not related to you.

1. ___________________________  Phone: ___________________________
2. ___________________________  Phone: ___________________________
3. ___________________________  Phone: ___________________________

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

_________________________________________  _______________________
Applicant's Signature                          Date
Social Media & Publicity Intern Questionnaire

All questions must be answered in order to complete the Social Media & Publicity Internship Application process. Please include your typed answers to the four (4) following questions with your application packet or your application will not be considered.

Questions:

Why are you interested in the Social Media & Publicity Intern Student Leadership position?

What do you hope to gain from this opportunity?

What do you hope to contribute to the experience?

What skills or experience do you have in relation to this position?