Dear Communication Majors,

We are the Internship Program Office of the Department of Communication and our purpose is to help you find an internship and possibly gain academic credit. In this mailing, we have listed several internship opportunities. If you are offered a Summer or Fall 2014 internship, please email comm-internships@illinois.edu for information on how you may receive academic credit.

Summer 2014 Opportunities

Christine Rich SPACE– [Spring Public Relations Intern]
Start Date: March 3, 2014 or as soon as available
Location: 1402 Regency Drive West, Savoy, IL
Paid/Unpaid: Unpaid
Hours: 10-15 hours/week
Position Description: The Christine Rich Studio Dance Academy is proud to celebrate 27 years of providing instruction in ballet classes, tap, jazz, hip hop, Irish, acrobatics, Fairy Tale Ballet, modern, acting and other forms of dance with fun, high quality and affordable dance classes. The Christine Rich Studio, in a state-of-the-art spacious facility, is a dance school located in a beautiful, quiet neighborhood of Savoy, IL. Christine Rich Dance Studio is looking for three Interns to specialize in Public Relations and Theater Promotion. The internship will run from March 3rd until May 9, 2014. To Apply: Please send resume & email with your talents and reasons of interest to christinerichstudio@hotmail.com by March 6, 2014

Res Publica Group– [Public Affairs Summer Internship]
Start Date: Summer 2014
Location: Chicago, IL
Paid/Unpaid: Paid
Hours:
Position Description: Interns will immerse themselves in current events, the media and client projects that span the healthcare, transportation, education and hospitality industries. Interns are valued members of our team and often participate in strategy sessions, write press releases, pitch local media, craft blog posts and provide social media insight, among other responsibilities. Specific Requirements: Res Publica is seeking strong writers and good team players with interest in the media and current events, particularly in the state of Illinois. To Apply: Apply on the UIUC I-Link. Also, contact lc@respublicagroup.com for more information. Deadline to apply: March 15.
Enterprise Works and Research Park Staff – [Communications & Social Media Intern]

**Start Date:** Spring 2014 into Summer 2014

**Location:** Champaign-Urbana

**Paid/Unpaid:**

**Hours:** The position will begin Spring 2014 as a part-time internship, with a full-time internship from mid-May through mid-August. Full-time work hours are 7.5 hours per day Monday through Friday with hours flexible between 8:00 a.m. to 6:00 p.m. The internship will continue through Spring Semester 2015 on a part-time basis, with an expectation of a 10-15 hour weekly work schedule during the academic semester.

**Position Description:** The student internship will be part of the Research Park staff team to help maintain the Research Park’s social media networks, manage content on Research Park websites, write news/press releases/special announcements, and assist on client projects. The goal of this position will be to increase the organization’s online presence, reach a larger audience, gather information and increase awareness. Additionally, the intern’s responsibilities would include research of social network marketing trends, reporting of these findings and implementation of relevant strategies. This internship is designed to be both educational and practical, by applying theory to real-world applications in a professional setting. At Research Park, students will have the opportunity to drive and take ownership of meaningful projects, have high impact work, own decision-making ability, as well as collaborate and network with high-level executives. Student must be able to work independently as well as with other students on group projects.

**Specific Requirements:**

Advertising or Journalism student preferred
Strong command of Social Media tools including Linkedin, Facebook, Twitter & YouTube (at minimum)
Understanding of the internet and social media marketing best practices
Excellent written skills
Proofreading and editing experience Demonstrates ability to work on tight deadlines
Demonstrates attention to detail
Fearless attitude towards technology and a willingness to learn
Preferred Skills: Experience with content management systems such as Drupal and Wordpress, basic understanding of HTML, basic knowledge of Photoshop

**To Apply:** please submit a writing sample and your résumé to dfcohen2@illinois.edu

ASC Communications, Inc.- [PR/Technology Intern]

**Start Date:** Summer 2014

**Location:** Chicago, IL

**Paid/Unpaid:** Paid

**Hours:**

**Position Description:** Job functions include search engine optimization (no prior experience in this field required), press release distribution, building back links and additional administrative projects.

**Specific Requirements:** Intern must have the ability to work hard, stay motivated and evolve. Other highly sought qualities include a positive attitude, resourcefulness and great communication skills.

**To apply:** Applicants may apply using the UIUC I-Link. **Deadline to apply:** April 21, 2014
Summer 2014 Opportunities Continued

**Presence Covenant Medical Center- [Marketing and Public Relations Intern]**

*Start Date:* Summer 2014  
*Location:* Champaign, IL  
*Paid/Unpaid:* Unpaid  
*Hours:* (Minimum) 15 hours per week  
*Position Description:* The Marketing and PR intern will work with staff to plan, organize, evaluate and facilitate the services related to Marketing and Public relations to ensure that efficient and effective programs are administered to key stakeholders. This includes but is not limited to assisting with event planning, web content development, writing radio segments, electronic newsletters, print advertisement creation, direct mailings, developing and promoting media stories, literature, health fair participation and internal communications such as employee newsletter. The intern will support the marketing strategies, campaigns, and publications for Presence Covenant Medical Center.  
*Specific Requirements:* Intern must be a current University student in a communication-related field of study: marketing, advertising, journalism, etc.  
*To apply:* Visit www.presencehealth.org/covenant-volunteer and click on student internship link. Applications for Summer 2014 are **due March 21**. Questions can be directed to Gina Marsh: gina.marsh@presencehealth.org

**National Marine Manufacturers Association- [Public Relations Intern]**

*Start Date:* Summer 2014  
*Location:* Chicago, IL  
*Paid/Unpaid:* Paid  
*Hours:*  
*Position Description:* Primary responsibilities include PR and social media efforts surrounding the national Discover Boating marketing campaign during the peak summer boating season. Responsibilities include content creation on Twitter, Instagram and blogging, development and maintenance of media lists to cultivate relationships with relevant local, regional and national journalists and bloggers, and assisting with press room support.  
*Specific Requirements:* Applicant must have social media experience, including Twitter and Instagram, have strong writing skills and the ability to manage multiple PR projects and report status to supervisor on a timely basis, and have an interest in boating and outdoor recreation.  
*To Apply:* Submit your resume to Colleen Richardson, PR Manage at: crichardson@nmma.org

**Make-A-Wish Illinois- [Stewardship Intern]**

*Start Date:* Summer 2014  
*Location:* Chicago, IL  
*Paid/Unpaid:* Unpaid  
*Hours:*  
*Position Description:* The Stewardship Intern assists the Development Services Manager to thank donors for their support. Expected assignments include updating the donor database, assisting with event details, preparing tribute letters, creating framed recognition pieces for donors and performing additional tasks as required.  
*Specific Requirements:* The position is strongly focused on writing projects and requires excellent oral and written communication skills and proficiency in Microsoft Office. The ideal candidate will have completed coursework in public relations, journalism or marketing and be a very strong writer. Experience with InDesign is strongly preferred. Attention to detail is imperative.  
*To Apply:* Prospective applicants can apply on the UIUC I-Link. **Deadline to apply: April 18, 2014.**
MediaTracks communications- [Broadcast Journalism Intern]
Start Date: Summer 2014
Location: Des Plaines, IL
Paid/Unpaid: Unpaid
Hours: 15 hrs. per week
Position Description: Intern responsibilities include researching and writing long-form stories which will be heard by 5 million radio listeners of our programs: Radio Health Journal and Viewpoints, interview authors and experts, blog and post on websites and social media pages, work alongside program’s producers, studio engineers, and editors, and assist with press releases.
Specific Requirements: MediaTracks Communication is looking for a candidate from the Chicago area who will be graduating in 2014 or 2015. Additionally, interns must have excellent verbal/written communication skills, have a strong interest in radio, journalism, marketing and/or public relations, and be a hard-working self-starter with professional demeanor. Additional opportunities exist for native/fluent Spanish speakers.
To apply: Interested applicants may apply using the UIUC I-LINK. Deadline to apply is March 31, 2014.

Smile Politely- [Editorial Intern]
Start Date: June 1– Mid August 2014
Location: Champaign, IL
Paid/Unpaid: Unpaid
Hours: 5-10 hrs/wk
Position Description: We’re looking for engaged students who are interested in interning for a relevant online magazine in Champaign-Urbana.
Specific Requirements: Experience and interest in editorial/writing, marketing, advertising, and community engagement.
To apply: Email info@smilepolitely.com

Pygmalion Music Festival- [Street Team Intern]
Start Date: June 1– End of September
Location: Champaign, IL
Paid/Unpaid: Unpaid– but free admission to events and festival are typical
Hours: approx. 5-10 hrs/wk
Position Description: Street team members will help us market the music festival to Champaign-Urbana as well as surrounding areas including but not limited to Chicago, Indianapolis, St. Louis, Bloomington-Normal, Charleston, etc.
Specific Requirements: No specific experience require, just an interest in marketing for the festival.
To apply: Contact Patrick at Patrick@pygmalionmusicfestival.com
C-U in the Prairibben X Intern-[Event Planning Intern]
Start Date: June-August 2014
Location: Champaign, IL
Paid/Unpaid: Paid/Unpaid
Hours: 15-20 hrs/wk
Position Description: C-U in the Prairibbean is a fundraising event hosted by the Eastern Illinois Parrot Head Club and proceeds benefit DSC. The event includes live music, food, drinks, live & silent auctions, and a $5,000 cash raffle. The following tasks are potential duties of the internship position. Additional duties may be added as time goes on and as the supervisor sees fit:
- Silent Auction Committee Member
  - Prioritize potential donors based on past donations
  - Update, organize, and maintain spreadsheet of donor information and contributions
  - Call businesses to solicit donations
  - Pick up donations from businesses
  - Communicate and coordinate with Parrot Head Auction Committee
  - Put together auction baskets
  - Coordinate set-up of auction tent and display of baskets
  - Staff auction tent during event
Publicity
- Hang posters throughout the community
- Sell raffle and event tickets
Specific Requirements: You will be expected to have access to a vehicle to use for internship duties. You will not be reimbursed for gas or mileage but will receive a stipend to defray some costs. You will be expected to dress in a professional manner as you will be representing DSC in the community. We will be expected to be at the event site nearly the entire day of the event, from set-up in the morning to tear down after midnight. There will be periods where you'll be able to eat and enjoy the event.
Required Skills/Qualities: Organization, flexibility, good communication, self-motivation
Training Requirements: (all provided by DSC) Background check, abridged Office of the Inspector General (OIG) Training: approx. 30 minutes, basic Health and Safety (BH/S) Packet, health Insurance Portability and Accountability (HIPAA) Packet
To apply: Please contact Alison Hassen at ahassen@dsc-illinois.org

College of Engineering- [Communications/Journalism Internship]
Start date: Now or Summer 2014
Location: Champaign, IL
Paid/Unpaid: Paid
Hours: 10-15 per week
Position Description: Work activities include attending classes and events, acting as a field reporter, writing and editing drafts for publication, researching peer marketing materials, scheduling photo shoots with students and faculty, participating in brainstorming sessions for future publications and web content, and assisting the office as needed.
Specific Requirements: Applicants should be motivated and vocal about ideas, skilled at research, dependable, have a strong positive attitude, enjoy working people, and have strong communication skills.
To apply: Submit, in one document, a resume, cover letter, two writing samples, and three references by March 9th to:
Michelle Rice
Director of Communications, College of Engineering: mhrice@illinois.edu
217-244-5978
Fall 2014 Opportunities

**C-U Oktoberfest - [Event Planning Intern]**

**Start Date:** August– October 2014  
**Location:** Champaign, IL  
**Paid/Unpaid:**  
**Hours:** 10-15 hrs/wk  

**Position Description:** C-U Oktoberfest is a fall celebration of community. The event is patterned after the annual German festival and features live polka music, beer from local brewers, and food from local vendors. Last year’s inaugural event was a huge success and this year’s event will be even bigger and better! Proceeds benefit DSC. The following tasks are potential duties of the internship position. Additional duties may be added as time goes on and as the supervisor sees fit.

- Attend planning committee meetings to discuss event progress and receive additional tasks
- Publicize the event by hanging posters throughout the community
- Contribute content to the event’s Facebook page
- Assemble and deliver sponsorship packages
- Assist in ordering and organizing event merchandise and decorations
- Assist in event volunteer management
- Assist with the odds and ends and last minute details that accompany a large event

**Specific Requirements:** You will be expected to have access to a vehicle to use for internship duties. You will not be reimbursed for gas or mileage but will receive a stipend to defray some costs. You will be expected to dress in a professional manner as you will be representing DSC in the community. We will be expected to be at the event site nearly the entire day of the event, from set-up in the morning to tear down after midnight. There will be periods where you’ll be able to eat and enjoy the event.

**Required Skills/Qualities:** Organization, flexibility, good communication, self-motivation

**Training Requirements:** (all provided by DSC) Background check, abridged Office of the Inspector General (OIG) Training: approx. 30 minutes, basic Health and Safety (BH/S) Packet, health Insurance Portability and Accountability (HIPAA) Packet

**To apply:** Please contact Alison Hassen at ahassen@dsc-illinois.org

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**Family Resiliency Center - [Undergrad Research Assistant]**

**Start Date:** Fall 2014-Spring 2015  
**Location:** Champaign, IL  
**Paid/Unpaid:** Unpaid, but can receive 2-3 credits for course  
**Hours:** 6-9 hrs. per week  

**Position Description:** Purpose of this two-semester long research course is to provide students with a first-hand experience working as part of a research team as well as to help them develop a working knowledge of the theory and applications. Students will: develop oral and written communication skills; data management skills; team building skills; critical thinking skills; and professional work environment skills. Research experience includes working one on one with families and infants (3-12 months), conducting food inventories, collecting biometric data on moms and infants, and assisting with office support.

**Specific Requirements:** Sophomore, Junior or Senior standing in Fall ‘14 and must be able to enroll/register for HDFS 494.

**To apply:** Please find the downloadable application on their website at: http://familyresiliency.illinois.edu/SKUnderResearch.htm