

Internship: Editor, Honors Monthly Newsletter (Honors Pulse)

St. Norbert College Honors Program

Develop and perfect editorial skills in this resume building opportunity

OVERVIEW

The honors program is offering an student editor internship position to oversee the monthly honors newsletter, the *Honors Pulse*. This internship is perfect for the student looking to gain editorial knowledge and experience by overseeing and enriching the program's current dynamic digital newsletter. The perfect candidate will work to further development the newsletter to connect honors program members with each other, the campus community, and St. Norbert College alumni.

The editor, along with a student support team of staff writers, will collaborate to promote program information for recurring newsletter sections as well as developing new content, delivery, and design. Sections may include current "need to know" program information, event and activity dates/deadlines, student involvement across campus, monthly student spotlight article, program and member achievements, awards, and a monthly alumni focus.

BENEFITS

- Letter of recommendation from the SNC Honors Program faculty and/or staff members upon successful completion of the internship
- Editor profile on the program website
- Editorial experience including but not limited to: article selection and editing; content management; digital layout
- \$100 gift card per semester to be paid upon completion of intern position expectations

QUALIFICATIONS

- Commanding knowledge of the English language, including grammar, spelling and punctuation
- Some journalistic experience with such aspects as interviewing, composition of feature articles from a variety of sources, and digital publishing programs
- Strong attention to detail
- Demonstrated organization skills
- Excellent interpersonal and communication skills, including the ability to interact positively with a wide range of individuals inside and outside of the Honors program
- Flexibility to adjust schedule as needed to meet publication deadlines

EXPECTATIONS

- Serve as organizational leader to create and maintain publication timelines and deadlines
- Help determine the focus and direction of each newsletter in conjunction with the program director and staff
- Motivate student support team and writers to collaborate and meet deadlines
- Lead monthly staff meetings with support team
- Write feature articles and columns as needed
- Design page layouts
- Collect and edit articles from columnists and contributors, distribute and collect proofs to contributors

**Applications for the 2018 – 2019 academic year are due by
March 1, 2018**

Complete applications should include a cover letter expressing interest in the position with a focus on qualifications and a current resume. Send all applications to honors@snc.edu.