

Internship: Editor, Honors Monthly Newsletter (Honors Pulse)

St. Norbert College Honors Program

Develop and perfect editorial skills in this resume building opportunity

OVERVIEW

We have an exciting student internship opportunity for the upcoming academic year: an editor-in-chief intern position to oversee the monthly honors newsletter, the *Honors Pulse*. This internship position is perfect for a student looking to gain editorial knowledge and experience while transforming the existing *Honors Bulletin* into a digital newsletter that connects Honors program members with Honors alumni.

This editor-in-chief, along with a student support team, will work to gather program information for recurring newsletter sections. 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

- LinkedIn recommendation from the SNC Honors Program upon successful completion of the internship
- An 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 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
- Write feature articles and columns as needed
- Design page layouts
- Collect and edit articles from columnists and contributors, distribute and collect proofs to contributors

Start Date: Applications for the 2017 – 2018 academic year will open **April 1, 2017**

Complete applications should include a cover letter expressing interest with a focus on job qualifications and a current resume.