The English Department is seeking a **Digital Communication & Web Writing Intern**.

**Internship Description**

Fall 2017, 1-3 credits

The student hired for this unpaid, for-credit internship will help create original written content for the English Department’s website writing profiles of faculty, students, and alumni, as well as news and publicity items. Through this internship, the successful candidate will become familiar with best practices for creating web content, conduct interviews, and gain experience communicating in a professional manner with faculty and staff. The successful candidate will have strong writing, editing, and organizational skills and a strong interest in promoting English Studies at UMass.

**Responsibilities**

- Meet with the supervising faculty and staff members to discuss the English Department’s web content needs and generate ideas about how to address them.
- Prepare for and conduct interviews of students, faculty, and alumni.
- Craft written content for profiles (based on interviews or other research), events, news items, and other online publicity.
- Familiarize yourself with UMass brand and style guidelines and apply them to your writing and editing duties.
- Proofread existing content on the website content and test links. Look for redundancies, errors, or information that might be confusing to students. Other duties might involve online research.
- Attend meetings and communicate via email (in a friendly, professional manner) with faculty and staff.
- Keep a written log/journal of your efforts.

**Location**

Work will take place primarily on the UMass campus and within the South College Building.

**Requirements, desired experience, skills**

*Required:*

- Strong writing and proofreading skills.
- Self-motivated and organized.
- Interest in conducting interviews, and creating written profiles.
- Sufficiently flexible schedule to meet with faculty sponsor and conduct interviews.
Desirable:
Experience or skills related to any of the following:
• Video creation (shooting and/or editing).

More Information
For more information about the English Department:
http://www.umass.edu/english/

For more information about UMass’s brand and style guidelines for web content:
https://www.umass.edu/brand/elements/editorial

Note: Students pursuing the Study and Practice of Writing Specialization may apply this internship toward their requirements (https://www.umass.edu/english/study-and-practice-writing).

How to apply for this internship
Please send an email expressing your interest in this position, along with an up-to-date resume and sample of your writing (one or two items is fine) to: Janine Solberg at jlsolber@english.umass.edu and Celeste Stuart at cstuart@english.umass.edu.

Applications received by or before Monday, September 11 will receive priority consideration, but applications will be accepted until the position has been filled.

Questions about this internship? Contact Janine Solberg (jlsolber@english.umass.edu).