Position: EOP Publications and Public Events Intern

Available: Fall 2019

Description: The Publications and Public Events Intern position would assist with direct communication to Educational Opportunity Program participants through e-mail, social media, and web pages, and also assist with the planning of large group events. The intern would report directly to the publications and public events specialist. This student would gain experience planning events and working in a group and would be an important member of the team.

Duties: Duties include, but are not limited to the following: Write and send student announcements, write and create lobby announcements, revise and edit documents, maintain EOP Facebook page, make web page updates using Cascade server, assist in planning large group activities such as the Career Information Fair and Graduation Celebration, actively participate in all trainings and staff meetings, able to work flexible hours including some required evenings, and other duties as assigned by immediate supervisor.

Qualifications: California State University, Chico student
2.50 gpa or above
Sophomore standing or above
Possess above average communication and writing skills
Ability to work independently with a minimum of supervision
Demonstrated ability to work effectively with a diverse population
Knowledge of the Educational Opportunity Program
Basic knowledge of university policies and procedures

Hours: 10-12 hours per week, academic year

Compensation: $12.60 per hour

Application Process: Available online at the Career Center job database, Handshake

Additional Requirements: The application must include the following documents:
Cover Letter
Current resume
One letter of recommendation, not from EOP staff

Application Deadline: Thursday, May 2, 2019 by 5:00 pm

Job Contact: Carol Robinson, Publications and Public Events Specialist, crobinson@csuchico.edu

Hiring is contingent upon funding. Priority is given to EOP and work-study students.