Position: EOP Publications and Public Events Intern

Available: Fall 2020 – NOTE: Hiring is contingent upon campus operations and financial standing.

Description: The Publications and Public Events Intern position assists with direct communication to Educational Opportunity Program participants through e-mail, social media, and web pages, and also assists with the planning of large group events. The intern reports directly to the publications and public events specialist. The student will gain experience planning events, 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 and Instagram pages, 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: $13.60 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: Friday, May 8, 2020 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.