

Graduate Student Communications Intern

The Staley School of Leadership is hiring a graduate student to assist in sharing our mission with students, prospective students, alumni, and our global community through communications. We provide students with academic knowledge and applied learning experiences that advance our mission of developing bold, curious, and connected learners to address our world's most complex challenges.

The Staley School of Leadership includes leadership studies academic programs, Scholar Development and Undergraduate Research, the University Honors Program, leadership and service programs, and applied learning.

Position Information

- The position will average 15-20 hours per week
- Starting hourly wage is \$15
- In-office hours are required, and remote work is optional
- Expect night or weekend work at events about twice per semester
- Necessary equipment, such as cameras or software, will be provided
- Students must be enrolled in a minimum of six credit hours at Kansas State University

Responsibilities

The graduate student communications intern will be supervised by the Communications Program Administrator and will strategize and create digital and print materials that uphold the Staley School brand through storytelling. The following activities are regularly expected:

- Utilize the Adobe Suite and Canva to create promotional materials
- Uphold the Staley School and K-State brands
- Identify opportunities for creative, strategic content and storytelling
- Create short and long-form videos, social media posts, blog posts, print pieces, and other communications materials
- Collaborate with peers to develop and maintain a social media calendar
- Manage projects and communicate utilizing project management software
- Attend live events as needed for photography and videography, on and off campus

Preferred Experience

- Use of the Adobe Creative Suite, including Photoshop, Premier Pro, Rush, InDesign, and Illustrator
- Strong organizational and project management skills
- Ability to work independently and closely with team members

Apply

1. [Complete the online application](#). You will be asked to upload a resume at the end. Please include three references.
2. Email kimralston@ksu.edu at least three professional examples of work, including descriptions of your contributions to the examples, of any combination of the following types of content:
 - Social media posts, short-form video (such as reels), writing (such as blog posts or news releases), and graphic design (print pieces or digital pieces)