Job Title: Website & Communications Intern  
Position Type: Internship/Office Support  
Department/Group: Tufts Institute of the Environment  
Date posted: September 8th, 2011  
Location: Miller Hall, Medford campus  
Posting Expires: 9 am – Monday, Sept. 19th 2011  
Level/Salary Range: Varies on status & exp, min $10/hr  
Weekly Hours: 7 – 10 hours/week  
Duration: Fall/Spring/Summer Semester  
Internal posting URL: http://environment.tufts.edu  

Applications accepted by e-mail only:  
Please send resume and brief statement of interest to Emily.Geosling@tufts.edu with subject line “Internship – WebComm”

Job Description:

Intern will maintain and improve TIE website, on ThinWire platform, and WSSS website, in Dreamweaver. Write and proofread content for websites and assist in creating new designs for print and web communications.

Intern will coordinate e-newsletters in Constant Contact and social media sites – Picasa, Facebook, Linkedin – with other interns and staff.

The Tufts Institute of the Environment (TIE) would like to hire a junior or senior Environmental Studies student, or student with environmental knowledge, to join our team of interns.

Duties:

• Potential projects may include creating promotional materials for TIE programs and events, writing content for the TIE website, composing e-newsletters, and other miscellaneous office tasks.
• Intern should oversee and suggest changes to websites and implement updates upon request.
• Tracking time spent and changes made for each website – environment.tufts.edu and www.tufts.edu/water.
• Intern will help oversee transitions of TIE website in ThinWire to a newer WordPress style platform.
• Intern’s creativity and familiarity with communications will help drive the public outreach of TIE.

Skills/Qualifications:

• Basic HTML knowledge and the ability to work independently are essential.
• Excellent attention to detail, ability to learn new technologies quickly, and communication skills for a professional audience are required.
• Familiarity with computers systems generally and comfort with an array of software including Adobe Creative Suite: Dreamweaver, Photoshop, InDesign, etc. FinalCut, GIS, or other software experience a plus.
• Preference will be given to students with work study awards & students working in AM.

Contact: Emily Geosling, Office Assistant  
E-mail: Emily.Geosling@tufts.edu