



Education Abroad
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Internship Announcement Education Abroad Online Resources Intern

Education Abroad seeks an Online Resources Intern to assist with improving the quality of resources used for an array of online office initiatives. The Online Resources Intern must demonstrate strong writing skills and creativity and be familiar with using social media platforms in a professional manner.

This position is available for the fall semester, with a preference for applicants who can start during the summer. Please note the date you are available to start in your cover letter.

Position Responsibilities:

This position will help improve the quality of online resources through the following tasks:

- Manage organization of office photo archives for ease of use in social media posting
- Assess previous Education Abroad photo contest and administer second annual photo contest during fall semester with new submission categories
- Track weekly statistics for social media channels to gauge student engagement
- Use weekly statistics to develop a formal report of EA's social media efforts and findings from academic year
- Assist with daily posting on social media feeds and contribute to best practices for generating content that engages students

Qualifications:

- Attention to detail, ability to multitask and manage projects to completion
- Proven record of dependability, punctuality and ability to work independently
- Strong writing skills
- Must be a responsible self-starter with a friendly attitude and professional demeanor
- Strong interpersonal and written communication skills
- Good academic standing and maintenance of a minimum 2.5 GPA

Hours:

8-10 hours/week

To Apply:

Please send a cover letter and resume to Claire Valdivia at cvaldivi@umd.edu.