

Job Description:

Examples of Specific Duties & Responsibilities:

- Distribute promotional/ program information to targeted departments, organizations and clubs on FSU campus (i.e. Res Life, SILD, Gatepost, Student Government)
- Create and develop marketing campaigns to attract more participants from targeted groups
- Represent McAuliffe Center at FSU/community events
- Listen to and engage with target audiences
- Record public events (i.e. photos, videos)
- Assist in the creation of marketing content
- Coordinate printing and copying of materials

Requirements:

- Familiarity with campus life and organizations
- Good verbal and written communication skills
- Proficient in multiple social media platforms
- Self-motivated
- Detail oriented
- Organized

- Exhibits professional demeanor

McAuliffe Center office hours 9:00am – 4:00pm

Internship weekly hours: 10

How to Apply:

- Complete the online Internship Interest form at <http://christa.org/job-internshipopportunities/> (or directly <https://www.surveymonkey.com/r/X96536Q>)
- Submit a résumé that includes all related coursework
- Submit a one-page cover letter that addresses the following questions: Why are you interested in this position? What skills can you bring to the position? What do you hope to get out of this experience?
- Submit name and email address for three references. Two of your three references must be Professors with whom you have studied.
- Email all application documents to **both** iporro@framingham.edu and epagliuca@framingham.edu

Additional Information:

Framingham State University conducts Criminal Offender Record Information (CORI) checks relative to prior criminal convictions and pending cases, as well as Sex Offender Registry Information (SORI) checks

relative to prior sexual offenses committed as an adult or juvenile on final candidates prior to an offer of employment for all positions. Framingham State University requires specific written authorization to conduct background checks. Failure to provide such authorization shall preclude your application from receiving further consideration.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

About the Christa McAuliffe Center:

Our vision is to foster a community of lifelong learners by providing innovative, integrated STEM pedagogies, practices, and programs that are accessible to all audiences. Our mission is to lead the Commonwealth of Massachusetts in K-16 integrated STEM learning through the sharing of resources, building of partnerships, and advancement of educational practices.