



Position Description for CAS Transfer Student Internship

Position Title	Communications Intern
Department	College of Arts and Sciences
Supervisor	Matthew Claeys, Transfer Success Coordinator
Hours	8-9 hours per week
Compensation	Up to 3 credits per semester

Position Summary:

The Communications Intern will work directly with our TrACE team to help with programmatic communication needs. The Intern will create and distribute marketing for events and initiatives, create content and moderate social media, help influence the direction of programming, and more. This role is ideal for a multi-talented individual with an interest in story telling, digital media, and helping to improve the experience for future transfer students in CAS. We're looking for someone with strong interpersonal, organizational and analytical skills; Strong verbal and written communication and presentation skills. Student will complete CAS 2991, an elective internship course, in conjunction with this internship .

Key Responsibilities:

- Design flyers, graphics, evites and other material for events and initiatives.
- Create and post content, engage with partners, and moderate official TrACE Instagram account.
- Collaborate with staff & students on new ideas, directions, and opportunities for communications.
- Assist in planning, editing, and improving TrACE website and digital presence.
- Participate in program events.

Learning Outcomes and Benefits:

- Professional development in design, marketing, and communications.
- Applying the critical thinking, writing, and reasoning skills gained from a liberal arts education. Being accountable for individual and team responsibilities and deliverables.
- Demonstrating an awareness of your own strengths and areas for development.
- Applying academic knowledge/skills into your work; and, when applicable, applying skills learned in the workplace to your academic life.

Preferred Qualifications:

- Excellent critical thinking/problem solving skills.
- Excellent verbal and written communication skills.
- Strong analytical skills with attention to detail.
- Proficiency with Microsoft Office, Google Apps, and Canva.
- Excellent time management and organizational skills.
- Photography, video, website design, and/or graphic design skills a plus, but not required.



How to apply for the Transfer Student Internship

Step 1

Attend a Transfer Student Leader information session.

Step 2

Complete the digital application on website uvm.edu/cas/trace

**Resume and Cover Letter are required.*

Step 3

After your application is reviewed, you will be emailed to set up a 20 minute virtual “interview”.

Step 4

Final decision letter will be emailed to you.

Step 5

You must enroll in CAS 2991 A, an elective internship course, in conjunction with this internship.
(details below)

How to earn internship credit: CAS 2991 A

- If selected to be an intern, enroll in CAS 2991 A.
- Enroll in 3 credits (expected 120 hours of work per semester).
- Complete the Required Forms:
College of Arts & Sciences Internship Credit Information Form.

Coursework will include professional development, including work on your resume, Linked In, interview skills and more.

***Please note that this class is listed as hybrid as most of the work will be done independently on Brightspace; however, you will be required to meet four times in person through the semester.**

Please visit <https://www.uvm.edu/cas/internships-overview> to learn more.

Reach out with questions or concerns about this process: cas+trace@uvm.edu