Public Relations Student Worker/ Internship

Join our team for an amazing opportunity! The Anderson Language & technology Center is looking for a dynamic, self-motivated student with a background in Public Relations or marketing to promote the workshops, talks, courses, grant opportunities and other cultural events organized year long by our language center.

About ALTEC

The Anderson Language & Technology Center (ALTEC) is part of the University of Colorado Boulder. ALTEC’s mission is to broaden and deepen the study of languages and cultures by:

• Developing, curating, and promoting access to a state-of-the-art, multilingual resource collection,
• Preparing current and future educators to incorporate educational technologies into their pedagogy,
• Advocating for language study on campus, in our community, region, and beyond,
• Offering non-credit language classes to faculty, staff, and graduate students,
• Collaborating with departments in order to bring more students to higher levels of language study in more languages at a faster rate,
• Facilitating the study of any language, whether or not it is offered on campus, in order to promote higher functionality in an international context at the for-profit, non-profit, and academic levels.

$14/hr. part-time 10 hrs a week

Job duties:

You will be responsible for the promotion of the workshops, talks, courses, grant opportunities and other cultural events organized year long by our language center on campus and beyond. You will also be in charge of the designing and implementing a social media strategy for the fltmag.com and help us grow our magazine subscribers and followers on Facebook and Twitter

• Design and implement social media strategies for ALTEC and the FLTMAG
• Promote ALTEC's various programs, events and initiatives via social media, campus newspaper and local news channels.
• Work closely with ALTEC graphic designer/ FLTMAG webmaster to come up with appropriate visual materials (graphics, posters) for promotional campaigns.
Minimum Qualifications:

- Currently in Marketing, Advertising, or Public Relations
- Familiar with WordPress
- Facebook Insights & scheduler, Twitter Analytics, Hootsuite, Pinterest, and Google +
- Experience with social media management
- Comfortable with cold calls
- Good organization skills
- Team player
- Good communication skills (oral and writing)
- Work independently
- On time and reliable!
- Photography/videography skills a plus!

Preference:

- Currently in a MA or MS program
- Has travelled abroad or speaks a foreign language

This is a year long position including summers.

Interested in applying? Send your resume and portfolio with examples to: Edwige.Simon@colorado.edu you’re interested in this position.