



Micro & Nanotechnology Laboratory  
COLLEGE OF ENGINEERING

## Communications Intern

**Semester:** Fall 2018 with possibility of Spring 2019

**Location:** MNTL

**Hours:** 10 hours/week

**Work Schedule:** Can be adjusted to flex to intern's class schedule, but must be M-F, sometime during the hours of 9 a.m. to 5 p.m.

**Paid/Unpaid:** Paid; \$10 per hour

**Application Deadline:** ASAP

**Start Date Deadline:** target for start date is by October 8, 2018

### Summary

The Communications Office within the Micro & Nanotechnology Laboratory is offering an exciting internship opportunity for the Fall 2018 semester, and possibly Spring 2019 as well. This position reports to and is under direct supervision of the Assistant Director of Communications. (Please note that transportation to and from office will be the responsibility of the intern.)

MNTL is a scientific research environment with a focus on optoelectronics and nanophotonics; micro and nanoelectronics; nanomedicine and bionanotechnology; and, MEMS and integrated systems.

The Communications Office at MNTL develops, produces, and deploys digital communications (email announcements, ecards, enewsletters, etc), print publications, website articles, and press releases, as well as working with social media. Communications also provides the Director's Office some advancement support. Excellent oral and written communication skills are critical to this position. A basic knowledge of the Microsoft Office Suite and fundamental computer applications like email and calendaring is needed. Experience in layout/design using the Adobe Creative Suite is beneficial. Bonus skills include:

- Past experience in updating web site content
- Past experience with writing news stories
- Photography (basic to intermediate level)
- Image development and manipulation (basic to intermediate level)

Given the anticipated nature of the job, the selected student will likely gain experience in developing press releases, science-oriented writing and content development, website maintenance, drafting faculty and student profiles, working with images, and other communications and marketing tasks to be assigned as needed. Event support, such as assisting in developing and producing event materials, event set-up, or attendee management will be part of the job, as events occur. Relationship building opportunities with constituents, including faculty and students, will be abundant.

**Start Date:** Position will be filled in August, or early September at the latest. Duration is the entirety of the fall and possibly the spring semester.

**Compensation & Hours:** This is a paid, professional position that requires a commitment of ten hours a week. There is flexibility in scheduling, but a set weekly schedule is required and hours are to be completed in the office.

### **Requirements, Skills & Background**

- Must be a University of Illinois student, junior level or above preferred.
- Capable of working independently.
- Strong writing & editing skills. Skilled in creating, editing, and promoting written and visual content. Accomplished interviewer. Solid research skills.
- Excellent written communication skills, including writing and proofreading skills.
- Ability to use Microsoft Office Suite proficiently, especially Word and PowerPoint. Comfortable learning new computer skills and enhancing current skills. Dreamweaver and InDesign background a bonus.
- Strong interest in communication layout, creation, editing, and design direction.
- Ability to maintain confidentiality when working with sensitive information.
- Ability to learn quickly, proactively self-start, and multi-task; follow-through is a must.

### **Preferred:**

- Willingness to take on complex projects, and see them through to successful completion.
- Capability to manage multiple projects and deadlines.
- Minimum of basic skills with Adobe Creative Suite tools.

### **Other**

- Ideally, has an interest in science, engineering & technology, particularly micro and nanotechnology, biotechnology, photonics, semiconductor technology, etc.

### **Suggested Materials to Review**

#### **Website**

<https://mntl.illinois.edu/>

#### **2017 Highlights Report**

<https://mntl.illinois.edu/docs/MNTL%202017%20Annual%20Highlights%20Report%20Web.pdf>

#### **Communications Office**

<https://mntl.illinois.edu/about/communications.asp>

### **Application Instructions**

To apply, send a cover letter, current resume, and three (professional or academic) references to mcgreevy@illinois.edu by Wednesday, August 29, 2018 or sooner. Interviews will be scheduled as potential hires are identified. Only those asked for an interview will be notified of position's status.

Janet McGreevy  
Assistant Director of Communications  
Micro & Nanotechnology Laboratory  
208 North Wright Street  
Urbana, IL 61801  
[mcgreevy@illinois.edu](mailto:mcgreevy@illinois.edu)  
W: [mntl.illinois.edu](http://mntl.illinois.edu)