WE ARE Hiring!

2024 STUDENT MEDIA TEAM

PAID, PART-TIME POSITION FOR SPRING 2024 (ON-CAMPUS) & SUMMER 2024 (REMOTE)

BECOME A LEADING VOICE AS THE CLASS OF 2028 JOINS THE NOTRE DAME FAMILY!

ADVISING
The Center for University Advising offers mentorship, support, and guidance as first-year students cross the threshold into university life. Join us for Spring and Summer 2024 and enhance our ability to welcome and meet the needs of the newest cohort of first-year students.

As the New Media Student Intern you will:

- Lead communication and engagement strategy meetings
- Create content that communications across multiple media platforms, especially Instagram and Youtube
- Collaborate with professionals and student representatives from across campus
- Evaluate and enhance summer registration tools and resources
- Represent the Center for University Advising and Notre Dame to incoming first-year students and families
- Take initiative to create and execute new media communication strategies
- Respond to incoming student questions in an accurate and timely manner
SPRING & SUMMER PRIORITIES

MARCH - APRIL

During the end of the spring semester, you will collaborate with advisors, team members, and directors to plan and create assets for a strategic Summer Communications and Engagement plan.

You will also curate content from your classmates, faculty, and staff to be utilized this summer. This includes creating informational interviews, graphic design templates, and editorial calendars.

SUMMER MONTHS

This summer, you will execute the Strategic Communications and Engagement plan you formulated in the spring.

This includes ownership of the First Year Advising Instagram, responding to incoming student questions and feedback, hosting Q&A sessions, and collaborating with advisors to support course registration.
WHAT WE LOOK FOR

This paid position requires a motivated, organized and detail-oriented student with a strong proficiency in various social media platforms and an interest in assisting first-year students with their transitions to the Notre Dame community.

All applicants should:

1. Be enrolled as a full-time student for Spring 2024 in good academic standing
2. Demonstrate experience and proficiency in creating new media content (video, social media series, etc.)
3. Enjoy recording and editing video and image content (experience with graphic design software is preferred)
4. Be excited to share the Notre Dame experience with new students
5. Be available to work ~15 - 20 hours per week (remotely) from March-August 2024 (dates can vary)
6. Be comfortable serving as a representative of the University of Notre Dame to new students and families
What You Can Gain

Our goal is for Student Media Team members to assume a self-directed, career-applicable role in creating an effective digital space for first-year students. This experience will be a formative experience for any student interested in real-world application and practice in communication, marketing, design, or higher education. This position pays $15 per hour.

Ready to Apply?

Application Information

- Submit your application by March 17, 2024.
- Complete the application here.

Questions?

Contact Andrew Whittington
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