Staff Contact Name: Tracy Gale, Communications Manager
Department: Academic Technology – CITT
Title of Internship: IT Communications Specialist Internship

Brief Description of Internship:
Individual will assist IT Communications Manager in outreach activities that inform and support teaching, learning, and research.

Specific Duties:
- Distill IT news stories for use on a variety of UF social media platforms and targeted to specific university audiences
- Draft scripts, select images, and develop graphics for videos that enhance IT service messaging at UF
- Conduct peer research and media research to improve IT communications and outreach.

Hours Per Week: 10 - 15 hours per week

Hourly Rate: $12

Qualifications Needed:
- Communications or Journalism Majors
- Experience with managing social media accounts
- Strong writing and grammatical skills (knowledge of AP Style is preferred)

Learning Objectives:
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences to communicate technical services and support solutions to a range of university constituents.
- Develop an understanding of their career field of interest, including the skills, responsibilities, and career trajectory of professionals; specifically, to draft scripts, select images, and develop graphics for videos that enhance IT service messaging at UF
- Design and conduct peer reviews with media research to improve digital communications and outreach
- Participate and engage in event activities undertaken by UFIT departments