Internship Title: Communications Intern, Health Sciences

University Department Name: PAE Communications and Donor Relations

School, College or Division of the University: Division of Philanthropic and Alumni Engagement/Medical Health Sciences Foundation

Internship Location: Hybrid remote; Park Plaza 1st floor

Internship Description:

Delve deeper into the world of higher education development and learn how you can use a communications-focused degree to support future Pitt students.

The Division of Philanthropic & Alumni Engagement (PAE) cultivates relationships with contributors, alumni, and other constituents on behalf of the University of Pittsburgh and UPMC, generating support for teaching, research, and care. As the hub for development and alumni relations efforts, PAE contributes to a bold, vibrant, and diverse academic community.

PAE is seeking a Communications Assistant, Health Sciences, to assist with mission critical projects supporting both the University and UPMC, engaging audiences such as the 47,000 alumni of Pitt's six health sciences schools, more than 9,000 former residents and fellows, and 17,000 UPMC grateful patients.

Responsibilities of the intern will include proofreading/copy editing and fact-checking for both print and digital communications projects; managing project timelines for health sciences clients; writing annual appeals, which includes interviewing a letter signatory, drafting and editing a base letter, and collaborating with a graphic designer to layout the letter for production; sharing digital analytics with clients on a weekly basis; and other duties as assigned.

Experience with writing, copy editing, proofreading required. Background in higher education communication preferred.

Throughout the course of the internship, the Communications Assistant will learn project management skills, which are essential in the professional setting. They will also develop writing, editing, and related communication skills unique to the higher education advancement. Following the internship, the Communication Assistant will have a diverse portfolio of both print and digital communication collateral.

Will be supervised by Senior Writer and Communications Manager, Health Sciences; will meet with the Communications Assistant on a weekly basis to check in on educational goals and deliverables.

Fall semester

20 hours per week

$15/per hour

Email your resume and cover letter to sbs69@pitt.edu to apply.