



LRDC Communications Intern

Great opportunity for a self-motivated student looking for experience in communications, website management, and research administration. Seeking a motivated intern to learn communications functions in a quiet cognitive psychology research institute.

Writing research briefs that adapt cognitive psychology research for a lay audience is a primary activity of this internship. Excellent writing, proofreading, grammar, and copyediting skills are required to fulfill this internship.

Reliability, organizational skills, and attention to detail are musts. Experience with Microsoft Word, Excel and PowerPoint desirable. Some copying, scanning, and general clerical duties also involved. Ten to twelve hours per week; the position is a paid hourly internship.

Communications Intern Duties

The LRDC Communications intern will assist the LRDC Director of Communications in the following ways:

Internal Communications

Updating information for electronic lobby displays
As needed assistance with event planning and preparation

Website

Updating a database to display information across the LRDC website
As needed updating of faculty publications and CVs
Keeping social media up to date to promote LRDC

Writing

Writing research briefs that adapt cognitive psychology research for a lay audience
Drafting news briefs and accolades to be published by the University or larger news outlets

Contact:

Elizabeth S. Rangel, Ph.D., Director of Communications
Learning Research and Development Center, University of Pittsburgh
lrangel@pitt.edu