



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. Reliability, organizational skills, and attention to detail are musts. Experience with Microsoft Word and PowerPoint, and database management desirable. Some proofreading, copying, scanning, and general clerical duties also involved. Twelve to fifteen 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:

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

Internal Communications

Compilation and distribution of the weekly LRDC announcements
Updating information for electronic lobby displays
Creation of fliers for any talk announcements and other events
Support in publishing of monthly newsletter
Help with writing drafts for news briefs and accolades to be published by the University or larger news outlets
Updating center-wide calendar and cross-university calendar
Helping with event planning and preparation

Contact:

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