College of Engineering
ADVANCED COLLABORATION℠

Carnegie Mellon University

Writing and Communications Intern

Job Description
Are you an excellent writer looking for an internship opportunity that will build your skills, portfolio, and network? The College of Engineering Marketing and Communications team needs you.

Our group includes writers, editors, designers, and multimedia developers who share the stories of our college by translating cutting-edge technical, scientific, and engineering-based content into written and visual stories for a more general audience.

We are looking for a creative communicator to help us with a variety of writing and communications projects, such as:

- Science writing features and briefs
- Alumni and student profiles
- Documentation
- Editing and proofreading
- Fundraising materials
- Social media content
- Research and benchmarking
- Other projects based on skill set and interest

Apply

Submit a resume, cover letter, and three writing sample via email to:

Bridget Decker
Senior Director of Marketing and Communications
College of Engineering
bridget@cmu.edu

Qualifications
The ideal candidate will:

- have excellent written and oral communications skills
- have outstanding research and interviewing skills
- be reliable, independent, and creative

Skills/experience with design, photography, HTML/CSS, and content management systems are a plus, but not required.

Other Details
Interns work a minimum of five hours per week during the academic year and up to full-time for summer positions.

- This internship is a paid position.
- Start date is flexible.