**Communications Intern**

**Global Student Programs & Development**

Be part of this **innovative** and **forward-thinking** team as you work together to produce media areas of Global Student Programs and Development. We are looking for enthusiastic and creative students who want to use their skills in print and media advertisements, photography, typography, and web technology to help inform and encourage global students as well as the Biola community at large.  This team will support all the other teams in GSPD to achieve their goals.

**Mandatory Commitments for all Interns:**

**Meetings**

* Weekly 1 ½ hour meeting with own Communications team (according to your schedules)
* Three All-Team meetings each semester
* Attendance and participation in *at least* 80% of Global Student Events

**Training**

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| **Dates** | **Commitments** |
| April 25, 2015 | All New Team Welcome Dinner |
| May 9, 2015 | All New Team Spring Training |
| Aug. 10-14, 2015 | All Team Fall Training |
| Aug. 17-21, 2015 | UG Global Student Orientation Participation |
| Jan. 22, 2016 | All Team Winter Training |
| Feb. 20, 2016 | SCORR Conference |

**Role:** The Communications Intern works with the Communications Coordinator and 5-6 other interns to do the following:

* Create interesting graphic designs for marketing
* Communicate with all global students about events
* Take photos at all events
* Manage contacts and Facebook
* Create short films for marketing
* Manage GSPD website

**Time Commitment:** 3-5 hours a week

**Qualifications:**

* Currently enrolled at Biola University as an Undergraduate or Graduate student with a cumulative GPA of at least 2.5
* Identify with the global community
* Sensitivity to cultural differences
* Strong oral and written English communication skills
  + Bilingual language abilities *(preferred)*
  + Willingness to learn and grow in an intercultural team!