Undergraduate Student Internship Opportunity
Multimedia Intern

Background Information: The Academic Success and Tutoring Center (ASTC) supports Stony Brook University’s mission of ensuring a comprehensive, high quality undergraduate education by providing services that complement classroom instruction and encourage student success. Through collaborative efforts with academic departments and student services, the ASTC enhances, promotes, and develops tutorial and academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates critical thinking and productive learning.

Multimedia Intern Position Responsibilities Include:
- Creating various marketing materials for the ASTC’s services and programs
- Updating and creating websites and Facebook pages
- Editing video tutorials, reviewing user comments, and creating a marketing campaign to advertise the service
- Providing high quality customer service
- Other duties as assigned

Required Qualifications:
Applicants must be enrolled as an undergraduate student at Stony Brook University. Ideal candidates for this position are organized, adaptable, and creative; have excellent verbal and written communication skills; and can work independently and as a team member. The ASTC is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student success.

Preferred Qualifications: Experience with Adobe Photoshop or Illustrator, video editing experience, familiarity with web design, and proficiency in Microsoft WORD, EXCEL, and Publisher

Additional Details:
- This is a 2-credit or 3-credit EXT 288 or EXT 488 internship (You can choose the number of credits)
- Each credit requires 4 office hours per week (2 credits requires 8 hours & 3 credits requires 12 hours)

Start Date: Fall 2014

How to Apply: Interested applicants should submit a cover letter and resume to TutoringCenter@stonybrook.edu

APPLICATION DEADLINE: Wednesday, April 16, 2014