



Student Assistant, Communications

Fall 2023

Interested in science communications? Work with the Stanford Woods Institute for the Environment to help raise the profile of Stanford's environment and sustainability research, experts, and events. We're currently recruiting paid student assistants to work with the Institute on communications-related tasks.

Duties may include: collecting and sharing media coverage of Stanford environmental research and expert commentary; social media content creation and posting; basic website updates; news-style writing, current events research; compiling research publications for Woods-affiliated scholars; metrics collection and media list development, and contact database updates. Interns with relevant experience or interest may also assist with multimedia content production of videos.

The candidate must be able to work independently with minimal supervision; have access to a computer with WiFi; be comfortable with technology, search, keywords; able to read and evaluate online media material quickly; and write with a minimum of grammatical errors. Attention to detail, interest in current events, and sense of curiosity are key.

Familiarity with the some of the following tools/platforms will help qualify applicants:

- Google Drive, Docs and Sheets
- Mailchimp
- Social Media platforms including X and LinkedIn
- Basic website content management systems (eg: Drupal)
- Canva
- Adobe creative products
- Adobe Premiere Pro or Final Cut Pro X video editing software

HOURS AND COMPENSATION

We're looking for a student to work 10-15 hours per week during the school year with an option to work more hours when class is not in session (ie, summer months). Schedule is flexible. Work is primarily remote though touch-down space can be reserved in the Woods office on campus. This is a paid position at a rate within range recommended by Stanford's undergraduate student wage scale.

TO APPLY

Please send a cover letter, resume, and 2 writing samples to: Rob Jordan, rjordan@stanford.edu. Note "Woods Student Assistant APPLICATION" in the email subject line. Applications will be reviewed on a rolling basis.

DESIRED MAJOR(S)

Any

JOB FUNCTION

Communications / Media

QUALIFICATIONS

- At least 1 year of full-time coursework at college or university
- Must be a student in good academic standing for the duration of the internship.
- Must be able to work independently with minimal supervision; have access to a computer with WiFi; comfortable with technology, search, keywords; able to read and evaluate a large volume of online media material quickly; and write in AP style with a minimum of grammatical errors.
- Strong writing skills and attention to detail
- Familiarity with social media content creation
- Strong organizational skills & initiative
- Creativity, openness to new ideas
- Interest in online and web-based tools; experience updating websites or databases is desirable
- Experience in video production and/or graphic design is desirable

QUESTIONS?

Send email to: rjordan@stanford.edu. No phone calls, please.