



KUTZTOWN
U N I V E R S I T Y
MICRO-INTERNSHIP PROGRAM

Social Media/Office Assistant

Employer's Name: Dean's Office, College of Visual & Performing Arts

Project Description:

Duties include, but are not limited to:

- 1) Creating print, digital, and interactive design pieces
- 2) Managing social media presence
- 3) Assisting with preparing for fall VPA programming, including open houses, award ceremonies, and other events. The micro intern will report to the Associate Dean of VPA.

Preferred Skills: a solid understanding in graphic and interactive design; proficiency in professional design software; experience managing social media platforms; willingness to take direction as well as work independently; strong attention to detail; and ability to effectively communicate with persons of diverse backgrounds.

Approximate Length: Summer (May-Aug) 5-10 hours over 4 weeks

Format: In Person/On-Site/Remote Combo

Payment: Direct Pay from employer

Contact Information: Please reach out to: Dr. Amy Pfeiler-Wunder
wunder@kutztown.edu