

Title: MSUE Natural Resources Workteam - Student Communications Intern

General description: This student position is under the direct supervision of Dr. Alexa Warwick. The student will also regularly collaborate with MSU Extension (MSUE) Natural Resources Workteam members and the MSUE Community, Food, Environment Institute (CFEI) communications manager (Audrey Gagner). The goals of the position are to (1) identify existing natural resources MSUE articles needing updates or retirement and (2) analyze potential knowledge gaps in article content for high priority natural resource topics. The position can be 100% remote. Opportunities for in-person meetings are optional. The position would begin by mid to late January 2022. Continued employment (Summer 2022) is contingent on performance. Pay is \$15/hour, 8-10 hours/week.

Duties and Responsibilities

Typical tasks include but are not limited to:

- Maintain a list of MSU Extension articles (posted on MSUE website) that address natural resources topics.
- Prioritize articles for updates through consultation with Dr. Warwick, relevant workteam members, and the CFEI communications manager.
- Identify articles needing basic updates (e.g., fixing broken links) or retirement (for an event that has passed, etc.).
- Evaluate natural resource website tags as part of the article review process.
- Identify natural resource topic gaps after reviewing existing articles and 'Ask an Expert' submitted questions, and consulting with workteam members as needed.
- Suggest new article topics to address high priority topical gaps, with assistance from relevant workteam members as needed.
- Regularly communicate progress to Dr. Warwick, relevant workteam members, and CFEI communications manager.
- Attend meetings with Dr. Warwick, relevant workteam members, and/or CFEI communications manager when needed (zoom unless otherwise mutually decided).
- Attend relevant professional development trainings, as needed.
- Attend MSUE Natural Resources Workteam meetings. Meetings are held over zoom bi-monthly on the first Weds from 10-11:30AM (e.g., Feb 2, April 6 in 2022).
- Track work hours and submit biweekly timesheets to Dr. Warwick for approval.
- Perform other job-related duties as assigned.

Required Qualifications

- Basic knowledge and interest in natural resources topics (relevant coursework, other work experience, etc.).
- Ability to communicate effectively in writing.
- Excellent organizational skills.
- Ability to effectively navigate online websites.

To apply, please send (1) a current resume, (2) a writing sample - such as a class assignment, and (3) a brief cover letter describing your interest in the position and how you meet the qualifications to Dr. Alexa Warwick (awarwick@msu.edu) no later than January 5th, 2022. Applications will be reviewed as they are received.