



Silicon Flatirons

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Silicon Flatirons Marketing and Communications Intern

Company: Silicon Flatirons Center for Law, Technology, and Entrepreneurship at the University of Colorado Law School

Job Description: Silicon Flatirons seeks a bright and enthusiastic marketing and communications intern to support the center's marketing director and execute related tasks in a professional and trustworthy manner. As a marketing intern, you will gain experience working in a fast-paced, academic setting that will provide an opportunity for you to hone your skills while learning new ones.

Silicon Flatirons is recognized nationally as a leading center for technology policy and entrepreneurship. This internship will afford you the opportunity to work on innovative projects and have a direct role in supporting our mission.

Duties to Include

- Write various communication pieces in congruence with Silicon Flatirons messaging and style
- Work with marketing director to execute Silicon Flatirons messaging across our various social media platforms
- Proofread and copyedit various communications pieces for AP and Silicon Flatirons style
- Research potential media contacts and update contact lists
- Research and connect the Center's work with national and local media trends
- Track website, email marketing, and social media analytics
- Promote the Center's events through various platforms
- Assist with events as needed, including serving as primary on-site contact for speakers and guests
- Provide as-needed support for summer fellowship program focused on entrepreneurship
- Help other marketing stakeholders on an as-needed basis

Skills & Qualifications

- Currently a CU Boulder student seeking a bachelor's or graduate degree in communications, marketing, journalism, or a related field
- Excellent written and verbal communications
- Proven ability to handle multiple priorities and meet deadlines
- Exercise sound judgement and critical thinking skills
- Ability to understand and follow instructions
- Strong attention to detail and demonstrated proofreading skills
- Robust organizational skills
- Proficient with Microsoft Outlook, Word, and Excel
- Experience (ideally professional) with Twitter, Facebook, LinkedIn and Hootsuite

Compensation: Our standard rate is \$12/hour for undergrads, \$15/hour for graduate students. This intern position will be 10-15 hours/week during summer, with opportunity to work fall semester at fewer hours.

How to apply: Send a resume, statement of interest, and references to Kelly.A.Brown@colorado.edu with the subject line: MARKETING INTERN APPLICATION

Contact Person:

Kelly Brown, Marketing Director
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Boulder, CO 80309
Kelly.A.Brown@colorado.edu