Position Description


Responsibilities include drafting content posted to the NEBHE website, writing news releases, assisting with soliciting and editing *NEJHE* commentary by staff and outside contributors, creating and editing video clips and helping with social media and email.

Reporting to the Executive Editor of *NEJHE*, the interns requires a commitment of 10-20 hours per week (negotiable). This is a paid position with preference for a student that is eligible for Federal Work Study.

Qualifications

- Graduate student or upper-class undergraduate student with strong writing, communication and research skills.
- Preferably majoring in English, communications, journalism, public relations or marketing.
- Computer skills, especially Microsoft Word, Excel and WordPress, Google Analytics and Constant Contact.
- Familiarity with social technologies such as Twitter and Facebook.

Responsibilities

- Write and edit content posted online at nebhe.org as well as news releases.
- Assist with inviting and editing commentary and analysis by staff and outside contributors to NEBHE's online journal and other communications.
- Create and edit video clips.
- Assist with social networking and email communications.

About the New England Board of Higher Education

Founded in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) brings together leaders of education, higher education, government, business and labor to forge partnerships and advance ideas that enhance the economy and quality of life in the six-state region and around the world. NEBHE works to expand education opportunities and advance collaboration among the region's colleges and universities to expand access, success, affordability, equity and the impact of higher education. For more information about NEBHE, visit [www.nebhe.org](http://www.nebhe.org).

How to Apply

1. Please email a resume, cover letter and writing sample(s) via email to John O. Harney, Executive Editor, at [nejhe@nebhe.org](mailto:nejhe@nebhe.org).