**Web Content Writer / Communications Intern**

University of Maryland School of Pharmacy

20 N. Pine Street

Baltimore, MD 21201

**Posted Date:** October 8, 2013

The University of Maryland School of Pharmacy is seeking an enthusiastic and motivated individual who wants hands-on writing and editing experience, primarily for organizational websites. This individual will assist with the development of content for the School’s website ([www.pharmacy.umaryland.edu](http://www.pharmacy.umaryland.edu)), an upcoming transition to a new content management system (CMS), and other communication and marketing tasks as assigned. He or she will report to the Assistant Dean of Communications and Marketing.

Although this is an unpaid internship, credit may be offered by the applicant’s college or university commiserate with the number of intern hours performed. Interns are guaranteed published bylines.

**Intern Responsibilities:**

* Write stories for the School of Pharmacy website following appropriate grammar, style, and brand guidelines.
* Interface with faculty, staff, and students in the reporting of stories for the website. Attend relevant events and activities.
* Create, edit, and update web pages using CMS (currently SiteExecutive and WordPress).
* Assist with content migration to new CMS (will be Terminal4).
* Create and use email marketing software to send out department newsletters, event announcements, and other communications from the School.
* Other related responsibilities as assigned.

**Qualifications:**

* Strong writing and proofreading ability.
* Basic understanding and experience with a CMS (i.e., WordPress).
* Basic understanding of HTML.
* Basic knowledge of photo editing software (i.e., PhotoShop).
* Experience with Microsoft Office programs (i.e., Word and Excel).
* Strong attention to detail.
* Strong interpersonal skills and experience collaborating in a team environment.

**How to Apply:**

To apply for this internship, please submit your resume and 2-3 writing samples to Becky Ceraul, assistant dean of communications and marketing, at [rceraul@rx.umaryland.edu](mailto:rceraul@rx.umaryland.edu).