Communications Internship

About Us

The Waisman Center is an independent center within the University of Wisconsin-Madison that is dedicated to the advancement of knowledge about human development, developmental disabilities and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses labs for biomedical and behavioral research, a brain imaging center and a clinical biomanufacturing facility. In addition to its research efforts, the Waisman Center offers numerous clinical, educational and outreach services to children and adults with developmental disabilities and neurodegenerative diseases and their families.

Qualifications

We seek an intern whose career focus is in the field(s) of Communications, Marketing and/or Journalism. Our ideal candidate will display initiative and the ability to multi-task, both within a group setting and independently, on a range of projects related to the Waisman Center’s mission.

• Excellent verbal and written communication skills
• Ability to engage and interact with a diverse clientele (both on campus and the external community)
• Writing experience geared toward a broad audience
• Events preparation in a planning and customer service capacity
• Software experience (Microsoft Office, Adobe Creative Suite)

Principal Duties

This position will contribute and provide support to Waisman Center Communications through disseminating and promoting information to build public awareness of the Waisman Center’s research, clinical and outreach programs. We are seeking an intern for a minimum of five hours each week (set hours each week are desired but flexible).

• Drafting content for print and web feature stories
• Staffing community outreach events as a representative of the Waisman Center
• Administrative support related to large, long-term projects
• Occasional nights and weekends may be required for community outreach and fundraising events

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