Digital image and directory intern – fall 2022
Beckman Institute for Advanced Science and Technology

The Communications Office at the Beckman Institute for Advanced Science and Technology seeks a digital image and directory intern for the fall 2022 semester. The undergraduate or graduate student in this position will be tasked with making updates to Beckman's digital directory, including written content such as biographies and research overviews as well as images. The student in this role will also be responsible for organizing and uploading all photos taken on Beckman's annual headshot day on September 20.
If you're a self-directed communicator looking for experience with project management, data entry and organization, and technical copywriting, this position is for you.

Job description:
Primary duties:

- Manage end-to-end organization of photos taken on Beckman's annual headshot day on September 20, including: identifying members of the Beckman community who require a headshot; digitally archiving and adding the appropriate metadata to all headshots taken; and sizing, editing, and uploading headshots to Beckman's digital directory. (40%)
- Maintain Beckman's digital directory, including: editing and adding to biographical information, educational histories, and research overviews; managing and resizing digital assets such as headshots; and independently communicating with Beckman faculty members, staff members, and students to determine where updates are required. (40%)
- Other duties as assigned. (10%)

Preferred skills:

- Ability to create polished written content with minimal errors.
- Excellent proofreading and editing skills.
- Working knowledge of AP style.
- Basic skills in Adobe Photoshop to resize photos for the Beckman directory.
- Ability to communicate independently and professionally with members of the Beckman community, including email communication to faculty members, staff members, and students.
- Experience with and/or interest in learning about Microsoft Office, Sitefinity (a web management platform), and Filecamp (an image storage database) preferred.
- Well-organized, detail-oriented, self-directed, and able to independently meet assigned deadlines.

Hours
This is a paid position requiring you to work approximately 10-15 hours each week at $12/hour with a set work schedule. (Schedule is flexible to work around classes.) The internship can be conducted remotely, in person, or in a hybrid format at the discretion of the supervisor. This position will begin no later than the fall 2022 semester, and there is potential for renewal at the end of the semester.

To apply
Interested candidates should email a resume and cover letter to Jenna Kurtzweil at kurtzwe2@illinois.edu. Please include specific examples of past experiences related to this work. **The application deadline is 11:59 p.m. Friday, August 12.**