

2026 Syracuse University Summer Internship Program Libraries Marketing and Communications Job Description

Student intern(s) will:

- Receive an introduction to the Libraries
- Shadow Libraries employees in their day-to-day operations
- Learn about how the Libraries work with other departments at the university
- Learn about and be held to workplace expectations including, but not limited to:
 - Arriving on time
 - Reporting to a supervisor
 - Following directions
 - Being held accountable to colleagues and supervisors

Summer 2026: All student interns will earn \$16.00 per hour worked. The position will begin on July 1 and run until August 7. Students will work Monday through Thursday from 8:30 a.m. to 3:30 p.m.

Student(s) will work in the following location:

**Bird Library
222 Waverly Avenue
Syracuse, NY 13244**

Responsibilities are specific to location, but may include:

- Being trained in best practices for team members
- General office work
- Helping to produce and edit content for the Libraries website in preparation to launch Institutional Culture blog posts
- Managing files and recording information
- Supporting the work of the Institutional Culture office, including but not limited to:
 - Word processing, maintaining documents, and updating paperwork
 - Working collaboratively with faculty and staff
 - Additional duties, as needed

Required Qualifications:

- A good candidate for the job is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so
- The ability to read, write, follow instructions, and communicate clearly
- Solid time management skills
- Proficiency in spelling, grammar, usage, and mechanics

Other Requirements:

- Ability to work as part of a team, including being receptive to feedback
- Ability to work independently and in a variety of environments

- Assisting in various multimedia, photo, strategy, and digital projects
- Contributing new ideas for possible video and/or social media projects during weekly team meetings
- Experience and interest in creating professional social media communications
- Maintain the brand standards
- Operation of necessary equipment in relation to job
- Wear office appropriate dress (no denim, no shorts, open-toe shoes, etc.)
- Understanding of basic blog production and development, from concept to execution