

2026 Syracuse University Summer Internship Program Marketing and Communications Job Description

Student intern(s) will:

- Receive an introduction to the Marketing and Communications department
- Shadow Marketing and Communications employees in their day-to-day operations
- Learn about how the Marketing and Communications department works 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:

**Nancy Cantor Warehouse
350 West Fayette Street, Second Floor
Syracuse, NY 13202**

Responsibilities are specific to location, but may include:

- Assist with operational duties to include project management, supply management, research, analysis, strategy, etc.
- Assist in various multimedia, photo, video, social media, and digital efforts across teams and at different phases of projects
- Contribute to the creative production process by helping bring the stories of the University and its students, staff, faculty, and alumni to life while upholding the brand standards established by the division and its partners
- Conduct research and write reports in support of current and future projects
- Contribute new ideas for possible creative and social media projects during team meetings and complete research in these areas
- Additional duties, as needed

Required Qualifications:

- Learning Pathway: Media Communications
- Ability to work as part of a team, including being receptive to feedback and eager to learn
- Solid time management skills
- Ability to work independently and in a variety of environments
- Enthusiastic about storytelling

- Experience and interest in photography and videography
- Good written communication skills with proficiency in grammar, punctuation, and spelling
- Understanding of basic video production and development, from concept to execution

Other Requirements:

- Operation of necessary equipment in relation to job
- Wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)