

2026 Syracuse University Summer Internship Program Newhouse School of Public Communications Welcome Center Job Description

Student intern(s) will:

- Receive an introduction to the Newhouse School of Public Communications
- Shadow Newhouse Welcome Center employees in their day-to-day operations
- Learn about how recruitment, admissions, and retention efforts support the academic mission of the Newhouse School and Syracuse 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:

**Newhouse School of Public Communications
215 University Place
Syracuse, NY 13244**

Responsibilities are specific to location, but may include:

- Being trained in best practices for Newhouse Welcome Center team members
- Prepping materials for visitors
- Assisting with campus visits and tours supporting Student Ambassadors
- Supporting the data analysis of visitor impact using Excel and online databases
- Organizing materials, giveaways, etc.
- Creating a records database
- Assisting with front desk coverage, including greeting visitors, answering phones, giving directions, etc.
- Additional duties, as needed

Required Qualifications:

- General knowledge of excel, email, phone etiquette
- The ability to read, write, follow instructions, and communicate clearly

Other Requirements:

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

