



## **PAID RESEARCH COMMUNICATION INTERNSHIP**

**UW Science Communication Initiative + Dept. of Zoology & Physiology + UW Honors**  
\$15/hour | open to undergraduates | option for remote work

### **Overview**

Build/enhance your transferable skills in communication, understanding and sharing research, and connect recent graduates from the [Department of Zoology and Physiology](#) (ZP) to resources across campus. The successful internship candidate will play a leading role, in cooperation with [Bethann Garramon Merkle](#) (assessment director for ZP and director of the [UW Science Communication Initiative](#), WySCI), in developing an internal communications plan for alumni of the ZP Department. This professional experience internship is ideal for someone interested in organizational management, institutional or organizational communications, sharing research with broader audiences, and/or learning more about the institutional back end of research funding, administration, and communication. There is also potential for active production of communications products (e.g., emails, social media posts, etc.) if the intern is interested in such work.

### **Anticipated Timeline\***

*\*Timeline subject to change in consultation with the intern, Honors College, ZP department, and WySCI.*

**September 15, 2021:** Priority application deadline; applications submitted to Honors College by this date will receive priority consideration, although applications received through September 30 will be considered.

**September 22-October 5, 2021:** Finalist Interviews

**October 5, 2021:** Intern Selected and Notified; hiring process through HR commences.

**October 15, 2021:** Internship begins with meetings with supervisor and relevant ZP faculty and staff.

**October 15-November 5:** Establish work plan in coordination with supervisor.

**November 5-end of semester:**

- Work with Registrar's Office to get list of all ZP alumni and with UW Foundation to develop contact information for alumni. (Intern primarily responsible for coordination as these offices will do the actual work.)
- Review all current ZP communications methods (e.g., social media, email, snail mail, website, etc.) for opportunities to expand and enhance communication with alumni via these methods.
- Conduct research on at least 5 peer departments and how they communicate with their alumni.
- By end of semester, synthesize work into a report that provides (a) clear information about current situation and (b) recommendations for drafting an alumni communication plan.

**January 17, 2022:** Start date if extending to 2<sup>nd</sup> semester.

**January-February 2022:** Conduct research on best practices for developing alumni communications plans. Report on results to supervisor by end of February.

**March 2022:** Draft and begin implementing alumni communications plan in coordination with supervisor and relevant ZP faculty and staff.

**April-May 2022:**

- Continue implementing alumni communications plan in coordination with supervisor and relevant ZP faculty and staff.
- At end of semester, co-present process, plan, and status of alumni communications to ZP department.

### **Time Commitment**

The internship will run in the Fall 2021 semester, with an option to extend through Spring 2022 depending on mutual agreement between intern and internship supervisors (contingent upon funding from UW Honors). Intern will work approximately 10 hours per week and approximately 133 hours during the semester, with possibility for expansion if funding and mutual interest allows.

## Scope of Work

1. Support (and ideally, eventually co-lead) weekly planning/work meetings to develop work plan, research plan, reports, etc.
2. Conduct research on and report on results of research into peer departments' alumni communications plans and approaches.
3. Co-develop alumni communications plan and co-present to relevant ZP faculty and staff.
4. Attend relevant WySCI and ZP meetings when able to see the process of communications and decision making.
5. Keep an eye out for additional opportunities with/for WySCI and ZP, for the intern and the organizations.
6. Be candid about areas of professional growth which internship supervisors can support and contribute to and maintain open communication about project progress in balance with intern's other personal, academic, and professional responsibilities.

## Benefits of the Role

- Active mentoring by WySCI director in communications planning, alumni communications, running meetings, and more.
- Exposure to university leaders and their executive decision-making.
- Interaction with university faculty and staff dedicated to supporting ZP alumni and connecting UW's research impacts to the communities and decision-makers who can benefit from them.
- Experience working on a small team in an administrative/planning capacity to learn about the pros and cons of such roles in academic and nonprofit settings.

## Minimum Qualifications

- Able to navigate or committed to learning how to navigate relationships and professional communications with upper administrators and researchers on campus.
- Experience producing professional communications materials (e.g., communications for an organization or group; could include social media posts, press releases, research briefs, reports, group emails, etc.).
- Experience with or experience relevant to conducting research on organization/institution communications and management plans.
- Excellent communication skills in writing, in-person, and via zoom.

## Supervising Organizations

The intern's direct supervisor will be Bethann Garramon Merkle, Director of WySCI and Professor of Practice in the Department of Zoology and Physiology. With Merkle's supervision, the intern will work with members of the UW Science Communication Initiative (WySCI) leadership, in partnership with relevant ZP faculty and staff. We seek an intern from the University of Wyoming to create a collaborative work environment. This experience can open doors for networking (for the intern) and expose a UW Honors Student to possible careers in research communication and organization management in academia or nonprofit settings. The internship will begin in October of 2021 and conclude at the latest at the end of May 2022.

## To Apply

Applications will be reviewed by Bethann Garramon Merkle in consultation with the Honors College. Submit the following to the Honors College ([parolin@uwyo.edu](mailto:parolin@uwyo.edu)) by September 15, 2021, for priority consideration

- Resume
- Cover letter describing your relevant experience and interest in the internship
- Names and contact information for 3 references (do not request/send reference letters.)
- Applicants are encouraged to link to portfolio examples or past, relevant work within the resume and cover letter.

## Questions?

For internship details, email internship supervisor Bethann Garramon Merkle ([bmerkle@uwyo.edu](mailto:bmerkle@uwyo.edu)).

For hiring and application process details, email Honors College Dean, Peter Parolin ([parolin@uwyo.edu](mailto:parolin@uwyo.edu)).