

Job title

Media/Content Manager Internship

Position type

Internship

Wage

\$16-\$17 hourly - 20 hours a week

Hiring Manager and Supervisor

Nia Andrews, Communications Coordinator Senior (nia.andrews@northwestern.edu)

Job description

The Buehler Center for Health Policy & Economics goal is to help foster high-quality, policy-relevant economic research and disseminate it widely to decision-makers in the public and private sectors. An important component of this work is a strong social media and content media presence to help disseminate information, news and other announcements regarding the Buehler Center. Because of this, we are looking for a social media/content manager intern to aid in connecting with others regarding our Center and related research and events.

- Creativity and Analysis: Integrate creative thinking with analytical methods to achieve effective outcomes, fostering a synergy between innovative ideas and data-driven strategies.
- Data Analysis for Insight: Utilize data analysis to gather insights from content analytics, identifying patterns and successes that inform decision-making and content optimization.
- Efficient Time Management: Skillfully manage multiple tasks simultaneously, demonstrating the ability to prioritize and meet deadlines effectively in a fast-paced environment.
- Clear Communication: Prioritize prompt and transparent communication, especially in cases of delays or unforeseen challenges, ensuring a collaborative and informed work environment.
- Meticulous Attention to Detail: Stay abreast of social media trends, closely monitor user engagement metrics, and maintain a high standard for creative content to ensure it aligns with the desired quality and resonates with the target audience.

Current students interested in social media management who have an interest in content management, specifically higher education. Must have good time management skills, and are proactive and efficient when completing tasks.