



School of Communication & Media
402 Bartow Ave., Room 5116, MD 2207, Kennesaw, GA 30144
Tel: (770) 470-578-6298 Fax: (470) 578-9153

INTERNSHIP POSTING REQUEST FORM

To be completed by employers seeking interns.

CONTACT PERSON: Andy Altizer

TITLE: Director of Emergency Management

EMPLOYER: KSU Department of Public Safety

ADDRESS: 1000 Chastain Pointe 312, Kennesaw, Ga. 30144

PHONE: 470-578-6986

FAX: 470-578-9132

E-MAIL: andy_altizer@kennesaw.edu

POSITION: Intern

TITLE: Public Safety Communications Intern SALARY: Unpaid

JOB DESCRIPTION (attach separate sheet if needed):

KSU’s Department of Public Safety has an undergraduate internship available during the Summer 2018 Semester for a student interested in working on communications and public relations projects. The intern will primarily work in the Office of Emergency Management. Duties include publishing a monthly newsletter, promotion for Campus Safety Day, marketing safety and preparedness activities and assistance with social media outreach. Intern will also gain experience in crisis communications. Intern will have the opportunity to attend public safety training.

QUALIFICATIONS NEEDED:

Communications and/or PR Major

POSITION AVAILABLE (tick more than one if necessary):

_____ ALL SEMESTERS

_____ FALL (AUG-DEC)

_____ SPRING (JAN-MAY)

SUMMER (JUNE-JULY)

HOURS PER WEEK DESIRED:

CANDIDATE'S ACTION:

10-19

WRITE LETTER OF APPLICATION

20-29

SEND RESUME **via KSU Carrer Planning Handshake**

30-40

SEND WRITING SAMPLES

CALL FOR APPOINTMENT

OTHER

KSU Department of Safety hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, or age, and provided Equal Employment Opportunity to handicapped individuals, disabled veterans of the Vietnam era. It is also stated that we are honestly representing the positions described above.

NAME (SIGNATURE): Andrew A. Altizer

DATE: March 9, 2018

TITLE: Director of Emergency Management, & Internship Coordinator

DATE POSTED BY PLACEMENT OFFICE _____

RETURN BY Email TO ATTN: Mr. Thomas Gray at tgray17@kennesaw.edu