

Intern, Digital • Job Description

The Stanford University Department of Athletics, Physical Education and Recreation is currently accepting applications for the position of Student Intern, Digital. Reporting to the Director of Digital Media, this position will assist the Digital & Video team in creating, maintaining, distributing, and evaluating content across various Stanford Athletics digital channels, including, but not limited to: social media, web, and emerging platforms. The successful applicant will be a team player looking to expand their skills with content creation, social management, and digital storytelling. The position will earn \$17.02 per hour, working 15 hours per week. Apply by emailing dasimons@stanford.edu with your resume, cover letter, and references.

CORE DUTIES:

- Contribute to the management of Stanford Athletics digital channels, including Twitter, Facebook, Instagram and YouTube
- Serve as the primary account manager for the Stanford Athletics TikTok platform, driving content strategy and creation on a consistent basis
- Produce analytics reports for the department's digital platforms, providing insights and takeaways for internal Stanford Athletics stakeholders
- Create, distribute, and evaluate unique web-first content for GoStanford.com focused on: news aggregation, content aggregation, and fan engagement
- Manage divisions of GoStanford.com, including internal ad space & the upkeep of business-related content

MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities:

- Knowledge of emerging multimedia technologies, content production and social media management.
- Strong written and verbal communication skills.
- Understanding of Adobe Creative Cloud applications to be used across digital platforms.
- Ability to work independently and as part of a team to meet expected deadlines and schedules.
- Proficiency with operation of video equipment.
- Effective time management skills.

Physical Requirements:

- Constantly perform desk-based computer tasks.
- Ability to obtain and maintain a California Non-commercial Class license.

Working conditions:

- Work on weekends, evenings, holidays, and flexible shifts.
- May have exposure to high voltage electricity, noise > 80dB TWA, confined spaces, and working at heights above 10 feet.

Work Standards:

- When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements.
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.
- All Athletic Department positions share responsibility for promoting and maintaining the integrity and reputation of Stanford University and its intercollegiate athletics program. In fulfilling this responsibility of this position the person hired is required to comply with both the letter and spirit of all University policies and procedures, laws, and NCAA and Pacific-12 rules and regulations.

PREFERRED QUALIFICATIONS:

- Demonstrated social media management experience.
- Direct experience with Adobe Photoshop and After Effects.
- Passion for and desire to work in college athletics, the sports industry, or entertainment industry.
- Relevant internship experience preferred, but not necessary.
- The ability to work on-site is preferred, but remote work is a possibility.