

**Job Description - Communications Intern**

**Department: Public Relations/Marketing Communications**

Duration of position: summer semester (dates TBD)

Hours/week: 20

Rate of pay: college academic credit/eligible for JCU Lavelle Scholarship funding ($2000)

Immediate supervisor: Anne Burgeson, director of internal communications, Rush University Medical Center.

Position will be primarily based at Rush University Medical Center in Chicago but may assist with projects at other campus locations including Rush Oak Park Hospital or Rush Copley Medical Center. (It would be helpful to have a car). The Public Relations/Marketing Communications department address is 1700 W. Van Buren, Suite 456; Chicago, IL 60612.

**Job responsibilities**

**Media relations/internal communications/physician communications** - writing, editing of news releases, internet/website copy, internal stories; Interviewing employees and physicians; contribute to content for social and traditional media; write and post content on intranet sites; assist with news media visits, assist in some event planning and meetings.

**Marketing support** – Assists in the marketing of patient care, academic and research programs by providing client service and marketing support.

**Project management** - Supports implementation of marketing plans and projects for services and programs of the medical center and Rush University. Helps implement broader Rush marketing communications tactics.

**Website support** – Develop and post content, conduct research and support ongoing search engine optimization efforts.

**Miscellaneous department support** – Help set up meetings and coordinate room reservation, note journaling and attendance tracking. Some administrative duties such as arranging rooms, delivering materials, etc.

The department also does social media, graphic design, photography and video; intern’s projects/work also may involve these elements.

**Knowledge, Skills, Abilities:**

1. Excellent interpersonal skills
2. Ability to organize and manage multiple projects tasks
3. Excellent writing and editing skills
4. Knowledge of health care, hospitals, medical research news
5. Experience interning or working in a health care environment, academic medical center
6. Knowledge of mass media, social media channels
7. Familiarity/comfortable using with web content management systems

Please note this position is unpaid, but may be applied for course credit. Open to undergraduate students pursuing a degree in marketing, communications, public

relations (IMC track) from John Carroll University. Preference is given to juniors and

seniors with some prior experience.

Disclaimer:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**About Rush**

Rush is an academic health system whose mission is to improve the health of the patients and the diverse communities it serves with nationally recognized health care, education and research, as well as a commitment to community partnerships. The Rush system comprises Rush University Medical Center, Rush University, Rush Copley Medical Center and Rush Oak Park Hospital, as well as numerous outpatient care facilities. Rush University, with more than 2,500 students, is a health sciences university that comprises Rush Medical College, the College of Nursing, the College of Health Sciences and the Graduate College.

For more information about Rush, go to [Rush.edu](http://www.rush.edu) and <https://www.rush.edu/news>