



PSI CHI THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

ADDRESS: Psi Chi Central Office | 651 East 4th Street, Suite 600 | Chattanooga, TN 37403 | CONTACT: Phone: +1-423-756-2044 | Fax: +1-423-265-1529 | E-mail: psichi@psichi.org | Web: www.psichi.org

Job Title: Social Media/Editorial Intern

Location: Psi Chi Central Office | 825 Vine Street | Chattanooga, TN 37403

Full/Part Time: Part Time: Up to 20 hours per week (negotiable) | No weekends

Regular/Temporary: Temporary | Paid position

Overview:

Psi Chi is the International Honor Society in Psychology whose mission is recognizing and promoting excellence in the science and application of psychology (www.psichi.org). The Social Media/Editorial Intern will produce original content for social media, website, and print media. Duties will include social content generation, marketing research, blogging, editing, and proofreading.

Interested applicants should send a cover letter, resume, three references, and writing samples to Susan Iles, Director of Communications, at susan.iles@psichi.org. This is a paid position and will report to the Central Office at the beginning of the spring semester.

What You Will Do:

Social Media

- Create original posts for Facebook, Twitter, and LinkedIn
- Track social media growth across platforms and competitive sites
- Conduct research on Psi Chi chapters' social media sites and provide reports on conversation topics, trends, etc.
- Listen to relevant conversations and news for Society audience
- Analyze, write, and organize data for comprehensive social media reports

Publications

- Writing, editing, and proofreading magazine articles
- Research, write, and conduct phone/email interviews for magazine articles
- Proof scientific journal manuscripts for adherence to APA Style

Website

- Assist with the creation of content for the website blog
- Provide edits and updates to webpages in a content management system (CMS)

What We Are Looking For:

- Demonstrated interest and experience writing content for social media platforms including Facebook, Twitter, and LinkedIn
- Understanding of how social media can be used to support business goals
- Research social media trends and generate ideas to implement new strategies to engage audience
- Reach out to social influencers to engage with the Society and promote Psi Chi benefits
- Highly effective communicator who is passionate about people and community involvement

Your Skill Set:

- Strong editorial, writing, and communication skills
- Attention to detail, self-motivated, and organized
- Understanding of social media and proper usage in a business environment
- Comprehensive understanding of Windows and Mac OS, MS Office, and basic computer skills
- Adaptable to changing priorities and comfortable working in a team environment
- Knowledge of CMS or web editing software
- Familiar with APA Style Publication Manual (6th ed.) and Chicago Style Manual
- Ability to problem solve, analyze data, and suggest process improvements
- Understanding of a variety of media/production methods and basic design principles

Qualifications:

- Enrolled in an undergraduate program at an accredited 4-year college or university at junior/senior level or above
- Candidates must be English, communications, or marketing major
- Maintain an overall grade point average of 3.0 or above and in good academic standing
- Be available during assigned work schedule [8:00 am–4:00 pm]

Job expectations:

- Attend work regularly based on assigned schedule
- Meet deadlines while providing a complete and accurate end product
- Interact professionally with students/faculty via social media, email, or phone