



Student Internship Opportunity: Communications Office

Date and Duration of Position: Summer 2009

Position Description: The intern will receive practical, hands-on experience that will help prepare the student for the professional world. The intern will have the opportunity to learn first hand from a diverse group of experts.

Responsibilities:

- Complete a variety of reporting and other types of writing assignments ranging from news briefs and feature articles to news releases and coverage of Laboratory talks
- Conduct research
- Look for ways to improve existing communications tools & processes and establish new ones
- Perform miscellaneous office duties, such as covering the front desk, answering phones, filing, scanning, and shredding

Desired skills & traits:

- Strong oral and written communication skills, including expository writing, news writing, grammar
- Ability to work effectively under deadline pressure
- Ability to work effectively with a wide range of people
- Team player
- Motivated
- Precise
- Flexible
- Thirsty for knowledge
- Web savvy
- Proficient with Macintosh or PC computing, including Microsoft Office software
- Must be able to set and meet deadlines and interact effectively and diplomatically with technical and support staff
- Demonstrated experience working cooperatively in a team environment

Major(s): Journalism, Communications, Mass Communications, English, Marketing/Public Relations

Academic Attainment: UGS

Additional Requirements: Please submit your résumé and select portfolio of writing samples

Instructions to Student Applicants: To submit a letter of interest for this position please select the "Submit" link below. In the body of your email message explain why you are interested in the position and how your background makes you well qualified. Attach a current resume as a document, text or PDF file and then send the message to the address provided.

After sending your message the Los Alamos National Laboratory Student Programs office will contact you to confirm that your letter of interest was received. You will also be provided with additional application information at that time.

Thank you for your interest in pursuing a student internship at Los Alamos National Laboratory.

[SUBMIT TO: cgaco001@lanl.gov](mailto:cgaco001@lanl.gov)