

SCIENCE & TECHNOLOGY COMMUNICATIONS INTERNSHIP

ABOUT TACC

The Texas Advanced Computing Center (TACC) at The University of Texas at Austin (UT Austin) is a leading research center for computational excellence in the United States. TACC's mission is to enable discoveries that advance science and society through the application of advanced computing technologies. To fulfill this mission, TACC staff help researchers and educators use these technologies effectively, and conduct research and development to make these technologies more powerful, more reliable, and easier to use. TACC staff also help encourage, educate, and train the next generation of researchers, empowering them to make discoveries that change the world.

JOB DESCRIPTION

The Science & Technology Communications Intern will report to the External Relations Manager, and work closely with the Public Relations Coordinator and the Science & Technology Writer, and support other research projects and activities as needed. The internship is non-paid. The student will receive credit as indicated in the College of Communication "Internship for Credit" program / Public Relations Sequence. We will ensure a hands-on learning experience and the student will leave the internship with writing samples.

TACC is looking for someone with a positive and proactive attitude, strong communication and organizational skills, dependability, the ability to work independently and in a group, and writing skills.

Summer Internship: Students can work 20-40 hours per week.

Fall Internship: Students can only work 12-15 hours per week. It is possible for the Summer Intern to stay on for the Fall semester.

The primary responsibilities of this position at TACC include:

- Assist the External Relations group with the production in writing, editing, and updating information including feature articles, press releases, research abstracts, newsletters, and staff profiles;
- Gather and organize information related to future projects;
- Conduct online and in-person research related to Education and Outreach, including analysis of the high-performance computing landscape, TACC's user base, and activities of other academic advanced computing centers;
- Extend the scope of user research content on the website with visualizations, photographs and publication links; and
- Attend and contribute to group meetings.

REQUIRED QUALIFICATIONS

The selected candidate must have the following minimum qualifications:

- One (1) year+ of experience writing articles/press releases;
- Ability to conduct research and interviews on scientific concepts;
- Capable of managing multiple tasks and meeting deadlines, organizing work, setting priorities and determining strategies to achieve them;
- Office productivity tools – Word, Excel, PowerPoint; and
- Internet and email use.

PREFERRED QUALIFICATIONS

One or more of the following qualifications are strongly desired:

- Two (2) years+ of experience writing copy and developing multimedia products for the web;
- Web/Graphics/Design tools expertise – Adobe Acrobat/Photoshop/Illustrator;
- Collaboration tools experience – wikis and other multiple-input environments; and
- Other computing skills/experience: Windows Vista, Mac OS, Unix/Linux.

INSTRUCTIONS TO APPLICANTS

To apply for position, please send your resume and writing and/or graphic samples to Janie Bushn at jbushn@tacc.utexas.edu.