**Podcast Intern**

**Summer 2023**

**University of Wisconsin-Milwaukee**

**The Department of Global Studies** and **Language Resource Center**

**DEPARTMENT(S) DESCRIPTION:**

**Global Studies** is a pre-professional, undergraduate degree program in the **College of Letters & Science** that prepares students for global careers in a variety of sectors. All students study foreign languages extensively, have options to study abroad, complete domestic and international internships, and participate in the Local 2 Global living and learning community on campus. Global Studies is also home to the French, Italian, and Comparative Literature majors.

# POSITION TITLE: Podcast Intern

The Department of Global Studies, in cooperation with the UWM Language Resource Center, seeks enthusiastic, motivated, and research/detail-oriented communicators, interested in all aspects of podcast creation from research to post-production to work as podcast interns during the Summer 2023 semester. There are 3 internship positions available and those selected should be willing to work with a partner or in a team. Interns will work on a variety of tasks and projects including:

* Creating a brand-new podcast series, *Panther Planet*
* Creating and maintaining various resource materials, files, and resources
* Conducting research on podcast topics and subjects
* Assisting with overall planning and creation of a podcast series
* Media coordination and other producer related activities, including creating and managing social media accounts and creating promotional materials for the podcasts
* Conducting outreach and scheduling interviews
* Providing general program assistance virtually and in-person, as allowed, including logistical and technical troubleshooting
* Willingness to learn and master the equipment and tools required to produce the podcast
* Representing Panther Planet to departments and/or facilitating events in person and/or remotely as part of a team or alone; occasional off campus locations possible
* Other duties as assigned
* Some foreign language skills preferred

**JOB PERIOD:** May 2023 (earliest availability preferred) through Summer 2023, with possible continued employment through the 2023/24 Academic year.

**HOURS:** Flexible; approximately 10 hours per week; additional hours possible

# COMPENSATION: $15.00 per hour

# WORK LOCATION: Job duties will primarily be performed in person, on the UWM campus.

**REQUIREMENTS**: Minimum GPA 2.75; Excellent communication skills (including work with social media); interest in online research; public speaking ability; knowledge of computer applications such as Word and Excel.

**PREFERRED QUALIFICATIONS:** Sophomore or Junior standing; Previous office experience with podcasting, video making, and editing experience; Foreign language skills.

**HOW TO APPLY**: Please email your cover letter and resume to: **Kailan Brown**

**Email:** cie-nrc@uwm.edu

# APPLICATION DEADLINE: Applications will be reviewed on a first-come-first-served basis

For more information on the International and Global Studies programs and activities, please visit: <https://uwm.edu/global-studies>

Language Resource Center: <https://uwm.edu/language-resource-center/>