

# COMMUNITY RELATIONS INTERNSHIP

*Made possible by the ExxonMobil Community Summer Jobs Program*

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The intern will help the Community Relations team to increase awareness of and raise philanthropic support for the Center for BrainHealth's leading-edge brain research, as well as public programming available through the Center's Brain Performance Institute.



## Internship Specifics:

- June 4-July 27, 2018
- 35 hours per week, Monday-Friday, for 8 weeks
- \$2,750 salary for the 8-week program

## Intern qualifications:

- Must be a currently enrolled undergraduate student who will be a full-time sophomore, junior, or senior in fall 2018.
- Interest in pursuing a career in communications, marketing/advertising, public relations, or event planning, as well as an interest in learning about brain health and gaining firsthand insight into the workings of a research institute.
- Strong written and verbal communication skills, organized and attentive to detail, and maintains a positive attitude and professional demeanor.

## Intern Responsibilities Include:

- Assist in the planning and execution of lectures, signature fundraisers, group visits and tours, meetings and staff appreciation activities.
- Aid with media opportunities and interviews.
- Draft press releases.
- Edit social media and website content.
- Assist with maintenance of the donor database.
- Prepare stewardship items for supporters.

## About the Center for BrainHealth:

The Center for BrainHealth®, part of The University of Texas at Dallas, is a research institute committed to enhancing, preserving and restoring brain health across the lifespan. Scientific exploration at the Center for BrainHealth® is leading edge, with studies focused on autism, Alzheimer's disease, multiple sclerosis, traumatic brain injury and healthy aging, among others. The Center's Brain Performance Institute translates these groundbreaking discoveries into practical clinical applications through programs and cognitive performance strategies available to the public. By delivering science-based innovations that enhance how people think, work and live, the Center for BrainHealth and Brain Performance Institute™ are empowering people of all ages to unlock their brain potential.

## TO APPLY:

Please send a resume and cover letter to Julie Heckmann at [julie.heckmann@utdallas.edu](mailto:julie.heckmann@utdallas.edu) by April 13, 2018.