



HA ThirtyOne Content Writing Internship

HA ThirtyOne is higher ed strategy + marketing + communications. Partnering with institutions throughout the U.S. since 2010, we specialize in developing creative, strategic solutions tailored to each school's specific needs. We are underdogs who overachieve. We are people and ideas first. We are outcomes driven.

The content writing internship position will run through the spring semester. This internship will give you the opportunity to utilize your narrative and creative writing skills in order to create content including internal publications, websites, case studies, value propositions, and social media work for an education-centered organization that works with universities and other academic institutions. The intern will be asked to visualize and consider how various content elements fit together and grow this skill.

In this role, you will be able to sit in on client meetings in order to learn about client needs and help to create content plans and creative briefs while also working with designers, programmers, data analysts, production teams, and project managers. Interns will gain experience in professional teamwork and communication, project management, client-facing work, invoicing, time allocation, and more.

Interns should be comfortable communicating with a broad range of people through a variety of channels – zoom, email, phone, text, and in-person meetings. This role will involve providing constructive feedback and receiving it. The ideal candidate will showcase curiosity, the ability to share new ideas, responsiveness, and a ready willingness to engage. No previous experience is required for this position...but chutzpah is a definite pre-requisite.

Preferred qualifications include:

- Copyediting
- Strong written communication skills
- Familiarity with Microsoft and Google Suites and Zoom

- Comfort acknowledging what you don't know with a quick follow-up of readiness to learn

This is a hybrid internship with the team communicating both in person in Knoxville, TN and via email and Zoom. Interns are asked to devote **10 hours per week** to their assignments.

Interns will receive \$15 - \$20/hour based upon experience and may have the opportunity to earn ENGL 400 course credit for their work.

HA ThirtyOne is a woman-owned company committed to anti-racism, diversity, equity, and inclusion. For us, this means recognizing the unique opportunities we have to engage our own organization, our clients, and our partners in these efforts. We welcome and encourage all applicants to recognize their uniqueness and bring it.

To apply, please **send a resume, a cover letter** detailing your interest in the position, and three writing samples of varied length (no more than 5 pages) that showcases that your flexibility in writing for different audiences in an effective manner to Karyn Adams at karyn.adams@hathirtyone.com **by November 15, 2024.**