

DIGITAL INTERN JOB DESCRIPTION

Introduction

The Digital Intern (DI) is an undergraduate student employee within the Office of Academic Support (OAS) who supports the office's digital communications, website presence, and accessible student-facing materials. Working collaboratively with OAS staff, the DI helps create and maintain clear, welcoming, timely, and accessible digital and print content that connects students with OAS programs, services, resources, events, and opportunities. The position provides an opportunity to develop skills in digital communication, content creation, website management, accessibility, and professional collaboration within a higher education environment.

General Statement of Duties

Digital Interns contribute to an inclusive, supportive, and academically engaged campus community by supporting OAS digital communications and resources, promoting programs and opportunities, developing student-centered content, maintaining the OAS digital presence, and collaborating with OAS staff, peer educators, and campus partners. DIs help create a welcoming point of connection between undergraduate students and OAS by making information, resources, and opportunities visible, accessible, and easy to navigate while developing professional skills in digital communication, content creation, accessibility, and collaboration.

Roles and Responsibilities

Digital Communications & Social Media:

- Develops and contributes content for OAS social media and other student-facing communications, including academic resources, event announcements, campus opportunities, and timely information.
- Creates, schedules, and monitors content for OAS social media platforms in collaboration with OAS staff.
- Develops student, faculty, staff, program, and PAL spotlights that highlight diverse educational journeys, perspectives, and approaches to learning.
- Identifies and promotes topics, resources, programs, and opportunities relevant to the undergraduate student experience.
- Collaborates with OAS staff and student employees to ensure communications are accurate, timely, accessible, engaging, and consistent with OAS expectations.
- Helps assess the effectiveness of digital communications and identifies ideas for improving student engagement.

Website & Accessible Materials:

- Assists with updating and maintaining OAS website content, including information about programs, services, events, resources, and opportunities.
- Reviews webpages for outdated information, broken links, formatting issues, and opportunities to improve clarity and navigation.
- Creates and adapts student-facing materials for digital and print use, including handouts and resources, with attention to accessibility, readability, and ease of use.
- Applies basic accessibility practices to documents, presentations, graphics, webpages, and other student-facing materials.
- Works with OAS staff to identify and improve accessibility issues in existing digital and print materials.

Office of Academic Support Team Member:

- Attends and participates in the Peer Academic Leader Training in August and all required staff meetings, supervision meetings, and programs throughout the academic year.
- Maintains frequent communication with the OAS staff and responds to work-related communications in a timely manner.

- Collaborates with other OAS peer academic leaders to support a cohesive student experience and contribute to a positive team environment.
- Completes other assigned duties for the Office as requested by OAS professional staff.

Length of Appointment

The length of appointment is for one academic year. The average time each week required to fulfill the position responsibilities is estimated to be 2 to 3 hours. This estimate is provided as a guideline, and DIs should expect some fluctuations during busier periods during the academic year.

Academic Standards

All Digital Interns must be in good academic standing with the College and be enrolled as full-time undergraduate students.

Preferred Qualifications

Preference may be given to applicants with experience or demonstrated skills in graphic design, digital communications, social media, website content management, accessibility, or related areas. Experience with tools such as Canva, Adobe Creative Cloud, or similar digital platforms is also preferred.

Remuneration

Digital Interns make a voluntary commitment to serve the community. The principal benefits of the DI role are the personal growth and experiences that come from working with and helping a diverse and talented group of students; however, DIs also earn an hourly wage.

Eligibility for Appointment

The Digital Intern position is a student employment opportunity. Applicants must be U.S. citizens or have an employment authorization document (EAD) and a valid social security number (SSN) to be eligible. DIs are eligible to re-apply for a second year. Eligibility in itself, however, does not constitute a commitment of the Office of Academic Support to offer reappointment.

Termination

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Office of Academic Support prior to its normal expiration if the enrollment of the student employee in their graduate program ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to meet academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or the Office of Academic Support. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

FOR FURTHER INFORMATION CONTACT:

academicsupport@brynmawr.edu

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