
Summer Youth Programs

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SYP Digital Media Internship Position Description

The Basics

Digital Media Interns are involved in it all. They are the capturers of the full SYP experience. Digital Media Interns will create a sense of community with their photographs and friendly personalities. To succeed in this role you'll need to have great attention to detail and a good eye for composition, all while maintaining a self-motivated work ethic. Photography knowledge and experience is essential and applicants are expected to provide a photography portfolio at the time of application. Please email links to portfolios to outreach@mtu.edu

Compensation and Work Timeline:

- June 10 – July 26, 2024 (8 weeks of employment including required training)
- Base Salary: \$11.00 per hour
- Full time hourly, not to exceed 40 hours per week
 - Professional staff supervisor approval is required for any hours over 40/week for all Michigan Tech jobs combined.
- Meals during a work shift will be provided in the residence hall
- Hours may vary 7:30 AM- 10:00 PM 7 days per week

Essential Duties and Responsibilities

- Capture and help create a sense of community between program participants, instructors and counseling staff.
- Collaborate with SYP Pro Staff and other counselors as needed
- Provide assistance to instructors by driving, supervising and photographing field trips as needed
- Work with Marketing and Communications Manager to create your weekly schedule of courses you plan to photograph each week (due at digital media meeting week prior)
 - Review instructors course itineraries to prioritize any “photo opportunities”
- Provide professional assistance to participants, faculty, staff, students, and the public during all interactions.
- Ensure the safety of participants
- Other duties as assigned

Required Education, Knowledge, Skills

- Experience with photography and posting to social media (prefer to view a photography portfolio)
- Have flexibility/adaptability (plans constantly change based on student demands)
- Have completed at least one year of college or have equivalent experience
- Attention to detail
- Always support the rules of the program (the number one priority is to ensure the safety of our students). Be willing to be a counselor (authority figure) first, and a friend second.
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Desire to learn and grow your digital media and marketing skills
- Valid United States driver's license with fewer than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van training*. Please contact our office before and after you complete the test in order to obtain the necessary account information.
- May be asked to post on SYP's social media accounts
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- Submit to and pass a State of Michigan background check prior to employment
- Be energetic, have a positive attitude, and ensure the safety of participants at all times
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules

Desired Knowledge, Skills, and/or Abilities

- Experience with videography and photo and video post-processing
- Experience with Google Suite, Adobe Creative Suite, and Canva
- Experience working with youth
- CPR/First Aid with AED Training

Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, social and economic backgrounds
- Maintain a positive outlook and be able to energize others positively
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training*
- CPR/First Aid with AED Training*

*Training provided prior or during orientation

Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Supervisory experience

Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

Required Training and Other Conditions of Employment

Successful applicants will be required to attend a two week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.