

Call for Public Relations Correspondent (Public Relations Intern)

The Public Relations & Communications Division of the Office of Public Relations and Social Collaboration at Hokkaido University welcomes applications from students who are interested in the Public Relations Correspondent (Public Relations Intern) role as follows.

Details

Number of successful applicants: approx. 6 people

Title: Public Relations Correspondent (Public Relations Intern)

Affiliation: Public Relations & Communications Division, Office of Public Relations and Social Collaboration

Roles: Interns will participate in public relations activities of the University, depending on the type of internship, as follows.

(1) Digital Media Intern (In Japanese or English)

- Report on campus environment, campus events, student activities, *etc.*, through the University's official website and social media channels.

(2) Science Writing Intern (In Japanese or English)

- Report on the University's research activities and outcomes through press releases, the University's website, and social media channels.

(3) 150th Anniversary Intern (In Japanese or English)

- Report on the University's 150th anniversary-related projects and events, as well as the University's history and vision, *etc.*, through the 150th anniversary special website and the University's official social media channels.

Qualifications:

(1) Current student of Hokkaido University

(2) Possess business-level Japanese or English language skills.

(3) Applicants for the science writing internship must have a good understanding of research activities.

(4) Must be able to work proactively and cooperate with other interns and staff members.

(5) Must be able to follow general business rules such as reporting and meeting deadlines.

(6) Experience in article writing, photography, video production, website, or social media is preferred.

Term: 3 or 6 months from the start of the activity

(At the end of three months, those who selected a three-month term can extend it up to an additional three months if both parties agree.)

Salary: None

(Necessary expenses will be covered from the Hokkaido University budget.)

Certification: Those who have completed the activities as planned and have received a Certificate of Recognition will be allowed to list "Hokkaido University Public Relations Correspondent (Public Relations Intern)" on their resume.

Other conditions:

1) There is no specific work location, however the co-working space ENLIGHT on Sapporo campus is available to use.

2) Intern(s) must attend review and advice session approximately once a week with the Public Relations & Communications Division personnel.

How to apply: Submit a resume (any format) and a statement of reasons for applying (any format) by email.

(*1) In the "Statement of Reasons for Applying," please state the type and duration of the internship you wish to participate in. Also, please include ideas you would like to try, and skills and experiences you would like to gain through the internship, if any.

(*2) Information provided in the application process will be used only for the purpose of selection and communication during the internship unless otherwise agreed.

(*3) Application documents will not be returned.

Applications must be submitted to the following email address:

Email: prc_hr@ops.hokudai.ac.jp

Public Relations & Communications Division,

Office of Public Relations and Social Collaboration, Hokkaido University

Tel: 011-706-2185

Application deadline: July 8, 2024

Selection process: Those who pass the document screening will be contacted for an interview within a week after the application deadline. (The University will not cover the transportation and other expenses for the interview.)