



## Job Descriptions

### Summer Intern

<b>Division/Department:</b>	Administration Division/Communication Department
<b>Reports To:</b>	Public Information Coordinator
<b>Type of Position:</b>	<b>Part-time/Temporary/Intern</b>
<b>Hours:</b>	20-30 hrs/week (+/-)
<b>Status:</b>	Nonexempt

### **General Statement**

The summer communications intern position will assist members of the Communications Department in creating visual documentation and indexing of Northern Water projects, events, and personnel for use in future publications and other information materials.

### **Essential Duties and Responsibilities**

- Visual documentation includes, but is not limited to, still photography and video captures of organization activities.
- Use available photo processing software to add metadata to captured images to enable easy retrieval when necessary.
- Light office duties, such as indexing articles from previous publications and creating new metadata for previously captured electronic image files.
- Travel within the Northern Water boundaries to assist with visual documentation efforts.
- Other duties as assigned.

### **Education, Experience and Training Requirements**

#### *Education*

- Must be currently enrolled in a two- or four-year university or college.

#### *Experience*

- Familiarity with Adobe Suite, photography, and video techniques.

### **License, Certificate, and Credential Requirements**

#### *License*

- Valid Drivers License.

**Work Environment***Physical Requirements*

- Work is generally performed in an office environment and may require some bending and kneeling, some lifting, sitting for extended periods of time, reaching, and repetitive keyboard motion.
- Work equally well in indoor and outdoor environments.
- Mobility sufficient enough to operate a vehicle.
- Drive, sit, or operate a vehicle for extended periods.
- Must be able to meet the physical requirements of a post job offer physical examination.

*Other Requirements*

- Maintains a personal appearance appropriate for job position and image of Northern Water.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water is an equal opportunity employer.**