



**The City University of New York  
Federal Work Study Job Description Form  
CENTRAL OFFICE**

Department Name	Telephone No.:
Communications & Marketing	347-578-0010
Department Address	Location Address:
205 East 42nd street, 7th Floor	205 East 42nd street, 7th Floor
Date Submitted	Location Supervisor:
9/11/20	Alberto Arias
Additional Location Supervisor's Name and Email	Location Supervisor Email
Alberto Arias, alberto.arias@cuny.edu	Alberto.Arias@cuny.edu

**\*\*Submit separate forms for each job description**

CHECK ONLY ONE: Employment is for

Summer 2020 Only       Academic Year 2020-2021 Only       Summer 2020 & Academic Year 2020-2021

Job Title: Creative Copywriting Intern

Number of Positions Available: 2

Job Description: (Please attach job description if necessary):

The Creative Copywriting Intern will support CUNY's Communications & Marketing Office through a variety of exciting writing and editorial projects. CUNY has over 500,000 stories to tell through our diverse and complex community and the Creative Copywriting Intern will tell the stories that need to be told through blog posts, press releases, interviews, newsletters, and webpages. They will actively participate in the content creation and conceptualization process by pitching ideas and proposing stories. They should be prepared to bring a fresh and creative approach to their work in helping bring CUNY's storytelling to the next level.

Please indicate if any special skills are necessary for this position:

One or more multimedia skills including photography, videography, animation, illustration, graphic design

Hours of Work Available per week (no more than 20 hours per week):

20

Work is available during the following days and hours:

Monday - Friday 9:00 AM - 7:00 PM

Print Supervisor Name  
Alberto Arias

Supervisor Signature  


Date  
9/11/20

**Central Office Use Only**  
CunyFirst Job Codes: 999 811  
CunyFirst Agency/Vendor Codes: 0000000  
**Pay Rate: \$15.00**

**\*\*All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.**