

## **Editorial Assistant Internship Available**

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9 May 2007

A significant and prestigious Rochester-area not-for-profit organization is looking for a PTC or an APR major to work as an intern as an Editorial Assistant in their publications department.

Responsibilities include general administrative work, research and collaboration on writing newsletter articles, minor editorial duties such as extracting and reorganizing text from existing documents, organization of publications inventory, and other similar tasks.

The position could begin as early as this Summer and involves an 8-10 hours a week commitment. See Bruce Austin for more details, a screening interview and to discuss how this could fulfill a Co-op requirement.