College of Agriculture and Natural Resources

UDairy Creamery Student Management Team –2022-2023 Internships

**APPLICATION DEADLINE – April 29th, 2022**

The *UDairy Creamery* is seeking undergraduate students to serve as the **Student Management Team** for the Creamery for 2022-2023 school year. Information on these positions, including responsibilities and compensation, is found below. While schedules can vary, Interns will work at the Newark Creamery 5-10 hours per week for the first 4 weeks of the semester (If the intern has not previously worked at the Creamery) and an additional 5-10 hours working on internship projects\*. After training, interns will spend ~10 to 20 hours a week on projects, 3-4 of these hours must be completed at the Creamery.

Working during the summer and Winter Session is not required but is encouraged. All applicants will report directly to the Newark Management Team.

The Creamery Student Management Team as a whole is responsible for:

* Development: What’s next at the creamery? Products, marketing, events to attend, education etc.
* Knowledge: Representing the Creamery in a knowledgeable fashion. Becoming experts on our philosophy, mission statement, and partnerships.
* Goal setting: Creating goals for interns and employees. Maintaining employee spirit and passion for the Creamery mission.

Applications are due by **April 29th, 2022.** Applicants should submit the following materials electronically through Handshake:

(1) Application cover letter explaining interest and qualifications for the position sought

(2) Complete and up-to-date resume

(3) Copy of unofficial transcripts

(4) Two letters (or e-mails) of reference from individuals familiar with the applicant’s academic background, accomplishments, and suitability for a leadership and/or managerial position

Current interns may reapply by submitting (1) letter of interest and (2) copy of unofficial transcripts.

**Social Media & Marketing Intern**

The Social Media and Marketing Intern is responsible for creating content for and maintaining social media accounts for the UDairy Creamery (Newark) and the UDairy Creamery Café. This position collaborates with the College of Agriculture & Natural Resources and maintains a branded personality for UDairy as a whole. 10-20 hours per week include weekly meetings and on site visits to the Creamery to create promotional content.

Other creative duties include but are not limited to:

* Create content and maintain regular activity according to our branding guidelines for all social media accounts (Facebook & Instagram)
* Create video and photography content for social media posts
* Use Canva or other professional social media apps to create posts
* Assist with taking photos of new flavors and edit in photoshop for website pictures
* Maintain, update and release monthly newsletter & monthly birthday coupon (Mailchimp)
* Attend Creamery events to conduct live posts, take photos/video, and represent the creamery
* Create flyers or other creative print materials needed for Creamery events or specials.

Experience with social media platforms, Photoshop, photography/videography is preferred. Compensation is $14/hour.