



**MISSISSIPPI STATE UNIVERSITY™**  
**INTERNATIONAL INSTITUTE**  
English Language Institute

### **About ELI**

The English Language Institute (ELI), a division within Mississippi State University's International Institute, provides intensive English courses for international students, faculty, and community members. The intensive English program offers credit and noncredit classes for individuals, but it also provides extensive cultural activities and student services.

### **Internship Description**

The nonpaid English Language Institute intern will assist with the ELI's marketing and publicity efforts that serve a variety of audiences, including within the ELI, on-campus, local, and international. Some of the responsibilities include the following:

- Creating, managing, and analyzing social media content
- Generating and distributing internal and campus promotional materials
- Writing stories about the ELI, its students, and events
- Assisting the creation of and editing of website materials and updates
- Possibly assisting in planning and coordinating events, either service or culture

### **Required Skills**

- Extremely organized
- Extensive social media skills
- Design and layout experience
- Detail-oriented work
- Ability to prioritize
- Strong intercultural and interpersonal skills
- Adaptability

### **Preferred Skills and Interests**

- Experience with Hootsuite
- Interest in an office with global initiatives
- Experience in a fast-paced office environment
- Understanding of MSU branding

### **How to Apply**

To apply for an internship with the English Language Institute, please send a cover letter and resume to ELI Director Alison Stamps at [astamps@international.msstate.edu](mailto:astamps@international.msstate.edu).