

## **Call for Public Relations Correspondent (Public Relations Intern)**

The Public Relations and Communications Division of the Office of Public Relations and Social Collaboration at Hokkaido University welcomes applications from students who are interested in the Public Relations Correspondent (Public Relations Intern) role as follows.

### **Details**

**Number of successful applicants:** approx. 4 people

**Title:** Public Relations Correspondent (Public Relations Intern)

**Affiliation:** Public Relations & Communications Division, Office of Public Relations and Social Collaboration

**Roles:** Public relations activities of the University, focusing mainly on information dissemination through the University's website and social media

(1) Digital Media Intern (In Japanese or English)

- Report on campus environment, campus events, student activities, etc., through the University's official website and social media channels.
- Report on the history, vision, and commemorative projects of the University toward the University's 150<sup>th</sup> anniversary.

(2) Science Writing Intern (In Japanese or English)

- Report on the University's research activities and outcomes through press releases, the University's website, and social media channels.

### **Qualifications:**

(1) Current student of Hokkaido University

(2) Possess business-level Japanese or English language skills.

(3) Applicants for the science writing internship must have a good understanding of research activities.

(4) Must be able to work cooperatively with other interns and staff members.

(5) Experience in article writing, photography, video production, or social media is preferred.

**Term:** 3 months from the start of the activity

(Extendable up to additional three months based on agreement.)

**Salary:** None

(Necessary expenses will be covered from the Hokkaido University budget.)

**Certification:** Those who have completed the activities as planned and have received a Certificate of Recognition will be allowed to list "Hokkaido University

Public Relations Correspondent (Public Relations Intern)” on their resume.

**Work location:** 1) There is no specific work location, however the co-working space ENLIGHT on Sapporo campus is available to use.  
2) Intern(s) must attend review and advice session approximately once a week at the Public Relations & Communications Division (Administration Bureau).

**How to apply:** Submit a resume (any format) and a statement of reasons for applying (any format) by email.

(\*1) If you have a history of employment at Hokkaido University (any position including part-time lecturer, TA, RA, TF, short-term support staff, etc.), please include all of them in your resume.

(\*2) Information provided in the application process will be used only for the purpose of selection.

(\*3) Application documents will not be returned.

Applications must be submitted to the following email address:

Email: [prc\\_hr@ops.hokudai.ac.jp](mailto:prc_hr@ops.hokudai.ac.jp)

Public Relations & Communications Division,

Office of Public Relations and Social Collaboration, Hokkaido University

Tel: 011-706-2185

**Application deadline:** October 10, 2023

**Selection process:** Those who pass the document screening will be contacted for an interview within a week after the application deadline. (The University will not cover the transportation and other expenses for the interview.)