High School Internship
Web Writer Job
Description
April 2017

The San Mateo Union High School District (SMUHSD) is looking for a minimum of three high school age web writers to draft copy for the District’s new web site to be soft launched in 2018. This is a summer position with the potential to extend into the 2017/18 semester, if desired.

By working as an intern with the SMUHSD, you will:

- Gain experience working collaboratively in a professional educational office
- Increase experience to be noted on college and career applications
- Demonstrate your ability to deliver product by deadline
- Network and create connections for the future
- Increase marketability to future potential employers
- Learn if this kind of work is something of interest for future pursuits
- Potentially learn how to edit and update the new website

Hours Per Week
- 20+ hours per week

Compensation
- This is an unpaid position.

Job Description
- Write short, concise, “punchy” copy for new web pages based on best practices
- Edit existing content into short manageable pieces of information scan-able for web visitors
- Interview staff to gather core information for web content development
- Proficiency in Microsoft Excel, Word, Google Docs and preferably Photoshop and design software
- Able to photograph and edit photos of places, events, staff and students
- Ability to work collaboratively with groups of employees

The ideal candidate will have:

- Excellent grammar and spelling, and a solid writing style
- Ability to take large amounts of information and transform into manageable bits of information for web users
- Exceptional attention to detail
- Experience in writing preferably for the web or newspapers
- Track record of delivering school work and projects by deadline
- Ability to multi-task and excel in a fast-paced environment
Writing for the Web, SMUHSD Template, April 2017

- Respect for people of different backgrounds
- Excellent verbal and written communication skills
- Proven problem solving skills
- The ability to work as a team player with ability to coordinate with various departments

**Additional Desired Characteristics:**

- Patient
- Takes direction well
- Willing and open to learning new skills
- Can work well with others

**Special Consideration will be given to:**

- Students who are able to write copy in English and Spanish or Chinese
- SMUHSD students

**To Apply**

**Submit the following:**

- A letter of interest indicating why you want to work on this project, why you think you are a good fit, and what unique qualities you could bring to the team and project
- A writing sample of work similar to a style of writing needed for the web or any solid piece of writing you are proud of from your past efforts
- At least one reference from a teacher and/or school administrator.

Be sure to note your full name, contact number and email on each page of all of your materials.

**Submit all three items to:**

Sheri Costa, Communications Manager, SMUHSD
Mail: 650 N. Delaware Street, San Mateo 94401
Email: scosta@smuhsd.org
Phone: 650.558.2202

You can send your completed application package via email or snail mail.

Depending on the number of candidates, interviews with members of the SMUHSD Webbie team may be required.

**Good luck!**

*We hope you take the time to apply for this great opportunity!*