



## JOB DESCRIPTION

**Position:** Publications Intern

**Department:** Publishing

**Reports To:** Rebecca Stauffer, Managing Editor, *PDA Letter*

**Status:** Non-Exempt / Part-Time Intern

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### Summary Description

**Primary Goal:** PDA connects People, Science and Regulation® by serving as a membership association for individuals involved in manufacturing sterile injectable drugs. PDA's Publications department assists PDA in achieving this mission by offering PDA members a variety of resources, including technical reports, a print/online magazine, video content, surveys and other critical documents. The intern will assist the department in producing quality content and learn how a non-profit association produces publications.

### Duties & Responsibilities:

- Copyediting and proofreading the *PDA Letter* magazine, On The Issue video scripts, press releases and other materials as assigned
- Factchecking and conducting basic research for articles
- Posting content on the Letter website
- Managing Author and Editorial Committee Communications
- Shadowing Managing Editor at PDA events
- Assisting with InLoop Newsfeed
- Reviewing Table of Contents for Technical Reports, Surveys and *PDA Letter*
- Draft an article about the internship experience at the conclusion of the internship for publication in *PDA Letter*

**Education/Experience:** Preferably a junior or senior in an accredited undergraduate program in English, Journalism or Communication. 3.0 GPA or above. The ideal candidate should have experience working for a campus publication with some basic editing and possibly even design experience.

**Competency:** To perform the essential functions of this position and the job successfully, an individual should demonstrate the following competencies:

- Excellent written and communication skills
- Knowledge of basic grammar
- Familiarity with style guides (AP, APA, Chicago)
- Superb attention to detail

**Qualifications:** To perform this job successfully, an individual must be able to perform each

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essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to write a basic news article (inverted pyramid)
- Familiarity with Adobe design products desired
- Copyediting and proofreading skills
- Experience with basic HTML
- Comfortable learning new software programs

### **Special Requirements:**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to independently ascend and descend stairs;
- Ability to independently reach, twist and bend;
- Ability to independently remain stationery for extended periods of time; and
- Ability to independently lift up to 30 pounds when required by work assignment.

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**Employee Acknowledgement:** I have read the above position description and I understand and agree with the terms and requirements for this position. I also understand and agree that such requirements may be amended and/or adjusted at anytime.

Persons with mental and physical disabilities as defined by the American's With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

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Employee's printed name

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Employee's signature

Date

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Manager's printed name

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Manager's signature

Date