ADP

Title: Internal Communications Intern

Location (address, city, state): Roseland, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly Wage (optional): TBD

Start Date: 5/30/2017 Close Date: 5/26/2017

Job Description: As an Internal Communications Intern, you will develop and assist in a wide variety of interesting communication projects, all geared to an internal audience of company associates. Projects include writing articles, interviewing associates, creating and posting content for the company intranet, craft and edit mass e-mail messages. This exciting role will put you at the hub of company-wide communications – a fast-paced, engaging place to be. Additionally, your mentor will be the Director of HR Communications, a communications professional with many years of experience providing internal communications for global companies.

Primary Responsibilities:

- Help maintain the editorial “voice” for company-wide internal communications
- Write articles for homepage of company intranet. The articles are a mix of: outward-facing news, such as acquisitions and industry awards; programs and initiatives within ADP; stories about ADP associates, i.e. “On the Job” interview with an associate
- Craft and edit messaging for mass emails, from big-picture strategic companywide messages to tactical, need-to-know information
- Send email messages via Outlook to broad and targeted associates
- Post content to company intranet – using your design sense to make it visually pleasing

Qualifications:

- By summer 2017, completed at least 3 years of a 4 year degree program. December 2017 or May 2018 graduation date
  - Preferred majors include: English/English Literature, Creative Writing, Journalism, Communication with a GPA of 3.0 or higher
- Excellent communication (verbal, written and reporting) skills with outstanding grammar and editing skills.
  - Must provide writing samples
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint). Proficiency in Photoshop is a plus
- Excellent research abilities – enthusiasm for uncovering the story and getting the details correct
- Proactive, can-do attitude
- Able to juggle many tasks and meet deadlines – must let the schedule tell you when to deliver
- Comfortable learning new software and processes
- Experience with design/layout a plus
• Exceptional interpersonal skills. Comfortable engaging with all levels of the organization.
• Able to demonstrate attention to detail, superb organizational and follow up skills
• Maintain strict confidentiality and discretion
• Proactive, can-do attitude and a desire to learn

**Application Instructions:** To apply for this position, please visit our site at [www.adp.com](http://www.adp.com) and search for requisition #132543. In the “How did you hear about us?” section, please select “College/University”

Questions? Email Kate Sparano at Kate.Sparano@ADP.com

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**Disclaimer Information:**

In order to qualify for this position, you must be legally authorized to work in the United States without restriction as to duration.