

TEMPORARY JOB OPPORTUNITY

Academic Contractor in Employee Communications, Eli Lilly and Company

[Position will be for 10-12 weeks in duration over the May-to-August time frame.]

About employee communications

Employee communications at Eli Lilly and Company provides strategic, effective, and timely communications that help all employees understand and deliver on Lilly's strategy. We write, package, and deliver the information employees need to know in ways that work for them. We also build strong relationships with senior leaders and colleagues globally, enabling us to provide strategic communications counsel to influence actions that help patients and Lilly's bottom line.

Job type:

Academic contractor is a late Spring/Summer position for a college student with a career interest in the communications field. The position is for a current student, someone who will resume course work (as in a junior who is about to become a senior). The student will be compensated \$14.50 per hour with a 5-day, 40-hour workweek and be responsible for his/her own lodging and transportation to and from Lilly Corporate Center in Indianapolis.

Position responsibilities:

Produce written content on a regular basis for Lilly's global workforce for publication in our corporate employee-communications channels. This includes delivering accurate communications, from original research through the review and approval process, under the guidance of employee communications staff members.

The student will likely also have opportunities to:

1. Produce additional web content, both written and graphics
2. Consult and/or participate in communications planning
3. Participate in measuring of employee communications' preferences and gathering information for department metrics
4. Establish relationships with communicators outside our immediate department and important sources of information across the company
5. Assist with photography, video production, and the use of social media
6. Learn how both internal and external communications function at one of the world's largest health care companies.

Requirements:

- Pursuit of a degree in journalism, communications, public relations, English, or related field

- Writing capabilities for print and electronic media (work samples will be required in the interview process)
- Ability to meet deadlines in a fast-paced business environment.

Preferences:

- Quick and agile learner
- Proficiency with Photoshop and/or other graphic design programs
- Willingness to flex hours as needed to pitch in on news and to facilitate contacts in other time zones.
- Experience with social media as a communications tool

Submit resumes (or questions) to Dennis Royalty, Advisor and Managing Editor, Employee Communications, at this email address: royalty_dennis_m@lilly.com