

INTERNSHIP OPPORTUNITIES AT THE ACEN

PROJECT DESCRIPTION

The ACEN utilizes over 600 volunteers in the review and assessment of the more than 1,200 nursing education programs we accredit. With such a large volunteer work force, we are perpetually looking for ways to keep them up to date with our policies, guidelines, and procedures while maintaining an open and approachable relationship. Our goal is to create a web-based utility for our volunteers to use as a resource for training, materials, and support.

The resource should be accessible via the Internet. It will consolidate our current program evaluator resources and allow access to an abbreviated “quick look” version of our formal training materials. The resource should walk new program evaluators through the onboarding process and keep them engaged and motivated while ensuring they remain on-task. For each step completed in the training process, the resource should reward the user with achievement “badges,” and as each new step is approaching the completion deadline, reminders should be automatically generated. The resource should also provide user information to the ACEN staff for review.

This project is a nine-week internship designed for inter-collaboration between three separate internship positions: Marketing/Communications Intern, Web Development Intern, and Copywriting Intern.

1) Marketing/Communications Intern Responsibilities

- Design website elements featuring:
 - o Easy navigation of information and training resources
 - o Intuitive and engaging user interface that fosters continued usage
 - o Earnable rewards to incentivize engagement with the website
- Develop and execute marketing strategy
- Work in tandem with others to:
 - o Conceptualize design elements for the website
 - o Create written content and images for use in the website
 - o Develop a dissemination plan
 - o Present website to attendees of the ACEN Annual Conference

2) Web Development Intern Responsibilities

- Create a website that will allow for:
 - o Accessing and downloading PDF and Word documents
 - o Form handling
 - o Push Notifications and Calendar “reminder” functionality
 - o Earnable rewards
 - o Data-driven page/website functions

- Work in tandem with others to:
 - o Implement design elements into a web-based format
 - o Integrate written content and graphics into the website
 - o Develop a dissemination plan
 - o Present website to attendees of the ACEN Annual Conference

3) Copywriting Intern Responsibilities

- Prepare documents and copy for the website:
 - o Compile and synthesize information to create a unified resource
 - o Review all documents for accuracy, consistency, and readability
 - o Create engaging copy that communicates clearly and succinctly
 - o Provide editorial support for website content
- Work in tandem with others to:
 - o Compose and edit written copy/content on the website
 - o Compose and edit communications to users of the website
 - o Develop a dissemination plan
 - o Present website to attendees of the ACEN Annual Conference

Qualifications

- Candidates must be currently enrolled in or a recent graduate of a program working towards a degree in their related field
- Candidates must have completed at least two years of post-secondary education
- Candidates must have/have had a minimum cumulative GPA of 3.0
- Candidates must provide recent examples of work representative of their skills
- Candidates must be fluent in the use of industry-specific tools
- Candidates must have authorization to work in the United States

Additional Information

- Nine-Week Internship: Start May 20, 2019, End July 19, 2019
- Work Day will be 8:00 a.m. to 5:00 p.m.** with a one-hour lunch break
***Hours are flexible with regard to holidays and school functions*
- Office dress code is business casual



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ORGANIZATION INFORMATION

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by providing specialized accreditation for all levels of nursing education and transition-to-practice programs. As the leading authority in nursing accreditation, the goal of the ACEN is to be a supportive partner in strengthening the quality of nursing education and transition-to-practice programs.

Accreditation of a nursing program or transition-to-practice program is a process by which a program is evaluated by a group of its peers (“peer evaluators”) in order to determine its quality. The peer evaluators perform this evaluation by conducting an in-person “site visit,” after which an accreditation decision is made by the ACEN Board of Commissioners. ACEN accreditation is recognition that a program meets a set of Standards and can be trusted to deliver quality education.

The ACEN is recognized as the accrediting body by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), and is one of the largest specialized accrediting agencies, accrediting nursing programs throughout the United States and its territories, and internationally. The ACEN is proud to be the oldest nursing education accreditor, and will continue adding to its history for decades to come by ensuring educational quality through accreditation for nursing programs and transition-to-practice programs everywhere.

Send Letter of Application, resume, and a list of five references to:

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ACEN is an equal opportunity employer.