

K.S. JACKSON

AUTHOR • JOURNALIST • BEFORE PAGE ONE

Literary & Media Assistant Internship

Spring 2027 • Appalachian State University Department of Communication

Position Title:	K.S. Jackson Literary & Media Assistant Intern
Location:	Fully remote. No travel, relocation, driving, or in-person attendance required.
Internship Window:	Start as early as December 15, 2026 ; finish as late as May 23, 2027 .
Hours:	120 hours total for a 3-credit App State internship; typically 8–10 hours/week with flexible scheduling.
Compensation:	Unpaid. Academic credit welcomed and coordinated with App State requirements.
Supervision:	Direct supervision by K.S. Jackson with onboarding, weekly virtual check-ins, ongoing feedback, and evaluation support.

About the Role

K.S. Jackson is a Mississippi-based author and journalist publishing *Before Page One* and preparing the 2027 release of her debut romance, *Before We Call It Love*. The intern will gain hands-on experience supporting the editorial, media, publishing, and operational side of an independent author and journalism practice. The placement is learning-focused, entry-level, and structured around the student's academic and career interests.

Learning Tracks

- **Editorial / Journalism:** source research, interview preparation, story files, fact-checking support, proofreading, and editorial workflow.
- **PR / Communications:** media research, outreach tracking, professional correspondence, publicity support, and relationship management.
- **Digital / Visual Media:** social content planning, light design, photography/video workflow, digital publishing, and basic analytics when relevant.
- **Operations / Project Management:** editorial calendars, project trackers, contact databases, workflow documentation, deadline management, and weekly status reporting.

Key Responsibilities

- Support editorial and outreach calendars, interview deadlines, publication dates, follow-ups, and project milestones.
- Assist with background research, source/guest research, interview preparation, fact-checking support, and organization of story materials.
- Maintain outreach records, media/contact lists, project trackers, publication checklists, and workflow documentation.
- Support Substack publishing, author publicity, book-launch preparation, and professional communications within the selected learning track.
- Prepare a concise weekly priorities/status brief and participate in a recurring virtual check-in.

Qualifications

- Current undergraduate or graduate student in Communication, Journalism, PR, Strategic Communication, Digital Media, English/Writing, Marketing, Business, or a related field.
- Dependable, organized, detail-oriented, curious, and able to communicate professionally and meet agreed deadlines.
- No prior internship or professional media experience required; training and task-specific guidance are provided.
- Reliable computer and internet access. No specialized software purchase is required.

To Apply

Email byksjackson@gmail.com with subject “**K.S. Jackson Internship Application - [Full Name]**” and include: résumé; a 150–250 word statement of interest naming your preferred learning track and what you hope to learn; college, major/program, year, expected graduation, general weekly availability/time zone; and 1–2 relevant work samples when available. Class projects and personal work are welcome; a formal portfolio is not required.

Learn more: [Before Page One on Substack](#) • [K.S. Jackson author profile](#) • Social: [@byksjackson](#)