

## INTERNSHIP ANNOUNCEMENT



August 8, 2016

**Department:** Alumni Affairs

**Position:** Communications Intern (unpaid internship – academic credit available)

**Supervisors:** Ann Looper Pryor '83  
Vice President, Alumni Affairs

**Term of position:** One semester, 15 hours per week

**Benefits:** This internship will provide excellent experience in non-profit communications, including e-newsletters, social media, and direct email and mail projects. Job tasks and responsibilities may include any and/or all of the following:

- Assist in creating, editing, and distributing e-newsletters for the Alumni Association, individual schools (Business, HSS, SSM, etc.), departments (political science, real estate, etc.), and programs;
- Develop social media messaging and graphics for the Alumni Association's accounts on Facebook, LinkedIn, Instagram, and Twitter;
- Assist with direct email and mail communications to alumni promoting events (Fall Alumni Weekend, athletics, Cougar Club, Cougar Trail, Spring Alumni Weekend, etc.);
- Assist with Fall Alumni Weekend events, Nov. 17-20; and
- Other duties as assigned.

### **Qualifications:**

- Qualified candidates must be able to type 35 words per minute accurately and possess a strong knowledge of social media, particularly LinkedIn.
- Qualified candidates must also have strong skills with Microsoft Excel and Word and must possess strong written, verbal, and interpersonal communication skills.
- Familiarity with Blackbaud Raiser's Edge is a plus, although the candidate selected will receive training for this product.
- The ideal candidate must be dependable and display a positive, professional demeanor with staff, alumni, students, and others.

**To apply:** Send cover letter and résumé to Ann Pryor, Vice President, Alumni Affairs, at [pryoral@cofc.edu](mailto:pryoral@cofc.edu). Applications will be accepted until the internship is filled. No phone calls, please.

**About the Alumni Association:** The College of Charleston Alumni Association, an international organization of graduates and former students, has been in continuous operation since June 13, 1888. It comprises more than 60,000 members and 40 regional chapters. The purpose of the Association is "to manifest interest in, and to promote the welfare of, the College of Charleston."