

## INTERNSHIP ANNOUNCEMENT



August 8, 2016

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

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

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

**Benefits:** This internship will provide excellent experience for entry level positions in marketing, customer research, and database management positions. Job tasks and responsibilities may include any and/or all of the following:

- Using social media to find “lost” alumni to update contact information, including emails, addresses, and career information;
- Contacting alumni via phone, email, and social media;
- Updating records in the alumni database;
- Promoting events and programs to alumni;
- Assisting with Fall Alumni Weekend, 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 and the ability to effectively research and report on findings.
- 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 a cover letter and résumé to Ann Pryor, Vice President, Alumni Affairs, at [pryor@cofc.edu](mailto:pryor@cofc.edu). Applications will be accepted until the internship is filled. No phone calls, please.

**About the Alumni Association:** Founded in 1888, the College of Charleston Alumni Association represents more than 60,000 former students located across the country and around the world. The purpose of the Association is to promote the welfare of the College of Charleston. The Association is managed by the Office of Alumni Affairs at the College of Charleston, located in the Blacklock House at 18 Bull Street in Charleston, S.C.