INTERNETUNIVERSMENT ANNOUNCEMENT

December 12, 2018

Department: Alumni Affairs

Position: Events Intern (unpaid internship - academic credit available)

Supervisor: Laney T. Friedman, Assistant Director, Events

Term of position: Spring semester, minimum 15 hours per week, some nights and weekends

Benefits: This internship will provide excellent preparation for entry level positions in event planning and management. The intern will gain valuable experience in successfully planning and executing a variety of events, including but not limited to Family Weekend, featuring the Ring Ceremony, February 14-16, 2019, and Spring Alumni Weekend, featuring A Charleston Affair, Saturday, May 4, 2019. Job tasks and responsibilities will vary based on the upcoming events and will include but not be limited to the following:

- Developing various aspects of events, including marketing, invitations, menus, seating, floorplans, nametags, etc.;
- Hands-on experience with event budgets;
- Coordinating campus departments and outside vendors;
- Reserving event space;
- Learning event protocol and etiquette;
- Assisting with volunteers and sponsors;
- Assisting with Family Weekend, February 14-16, 2019, and Spring Alumni Weekend, May 3-5, 2019, and
- Other duties as assigned.

Qualifications:
- Qualified candidates must possess strong skills with Microsoft Excel and Word.
- Qualified candidates 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 Laney Friedman, Assistant Director, Events, Alumni Affairs, at cltalber1@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 nearly 90,000 former students located across the country and around the world. The purpose of the Association is to support the College of Charleston. The Association is managed by the Office of Alumni Affairs at the College of Charleston, located at Towell Library, 66 George Street, Charleston, S.C. 29424.