INTERNSHIP ANNOUNCEMENT

January 10, 2020

Department: Alumni Affairs

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

Supervisor: Darren Callihan ’16
Assistant Director, Alumni Marketing & Communications, Office of Alumni Affairs

Term of position: Spring semester, start date flexible, schedule flexible, minimum 15 hours per week, but no more than 20 hours per week.

Benefits: This internship will provide excellent, documentable experience in communications and marketing for a 93,000-member non-profit organization. Learn best practices for digital communications, social media, event marketing, and direct mail projects. Intern will have her/his own desk, computer station, and phone in the Alumni Center at Towell Library, in the heart of campus.

Job tasks may include any and/or all of the following:

• Develops messaging and selects images for distribution across the Alumni Association’s social media accounts, including: Facebook, LinkedIn, Instagram, and Twitter;
• Assists in increasing the number of followers, and increasing engagement for each of the Alumni Association’s social media accounts;
• Assists with direct email and mail communications to alumni promoting events (Athletics, Cougar Club, Cougar Trail, Fall/Spring Alumni Weekends, etc.);
• Assists onsite with the CofC Ring Tradition & Ceremony in February 2020;
• Assists with Spring Alumni Weekend events, including A Charleston Affair in May 2020; and,
• Performs other duties as assigned.

Qualifications – Qualified candidates must:

• Be a current CofC student enrolled for the Spring 2020 semester.
• Possess excellent written, verbal, and interpersonal communication skills.
• Demonstrate user experience on Facebook, Twitter, Instagram, and LinkedIn.
• Have strong skills with Microsoft Excel and Word.
• Be dependable and display a positive, professional demeanor with staff, alumni, students, and others.

To apply: Send cover letter and resume to Darren Callihan at callihanw@cofc.edu No phone calls, please.

About the Alumni Association: Founded in 1888, the College of Charleston Alumni Association represents over 93,000 former students located around the world. The purpose of the Association is to serve the College of Charleston. The Association is managed by the Office of Alumni Affairs at the College of Charleston, located in Towell Library in the heart of Cistern Yard.