January 7, 2020

Department: Alumni Affairs

Position: Alumni 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. Gain valuable experience in successfully planning and executing a variety of events, including, but not limited to Family Weekend, featuring the Ring Tradition & Ceremony, February 27-29, 2020, and Spring Alumni Weekend, featuring A Charleston Affair, May 1-2, 2020. Job tasks and responsibilities will vary based on the upcoming events and will include:

- Marketing, invitations, menus, seating, floorplans, name badges, etc.;
- Event budgeting;
- Coordinating with other campus departments and outside vendors;
- Reserving event space;
- Event protocol and etiquette;
- Assisting with volunteers and sponsors; and
- Other duties as assigned.

Qualifications:

- Strong skills with Microsoft Excel and Word.
- Excellent written, verbal, and interpersonal communication skills.
- The ability to effectively research and report on findings.
- 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 resume 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 more than 93,000 former students around the world. The mission 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.