

INTERNSHIP ANNOUNCEMENT

COLLEGE *of*
CHARLESTON

ALUMNI ASSOCIATION

Position: Alumni Chapters & Career Services Intern (unpaid internship - academic credit available)

Department: Alumni Affairs

Supervisors: Meredith Chance '16, Associate Director, Alumni Chapters & Affinity Groups;
Nina Davis '01, Associate Director, Alumni Engagement & Career Services

Term: Start date flexible, days/hours flexible, minimum 15 hours per week

Benefits: This internship will provide excellent, documentable experience for entry level positions in communications, event planning, career-minded event coordination, and database management positions; as well as basic training in Blackbaud's Raiser's Edge software.

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

- Conduct alumni programming research for planning and benchmarking purposes.
- Assist in basic event planning and arrangements for alumni chapter events.
- Assist in coordination of alumni career services-minded events.
- Assist in researching alumni career services resources.
- Assisting the Associate Directors as needed.

Qualifications:

- Works effectively with Microsoft Excel, Word, and Publisher.
- Demonstrates strong written, verbal, and interpersonal communication skills.
- Maintains confidentiality with regard to alumni information.
- Is detail oriented, flexible, and able to accept direction and constructive criticism.
- Is dependable and has a professional demeanor.
- **To apply:** Send cover letter and résumé to Meredith Chance at chancem@cofc.edu. No phone calls, please. Applications will be accepted until the internship is filled.

About the Alumni Association: Founded in 1888, the College of Charleston Alumni Association represents more than 82,000 former students located across the country and 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 in the Blacklock House at 18 Bull Street in Charleston, S.C.