

**University of Maryland Alumni Association
Special Events Student Intern**

Title: Special Events Intern

Division: University Relations

Department: Alumni Association

Report to: Mary Bathon Associate Director of Alumni Events and Programs

Work Hours: 10-12 hours per week

Position Description:

The University of Maryland Alumni Association seeks an energetic, self-starter to serve as a Student Intern on the Special Events team for the fall 2022 semester. In this position, the event intern will report to the Assistant Director of Alumni Events and Programs and support the Alumni Programs and Events team in their administrative processes, event planning, special projects, marketing, data reporting, and some event execution on-site, as needed.

Interns will learn about the university, university relations, and the Alumni Association as it relates to its events and programming for alumni constituents. Moreover, students will be exposed to the inner-workings of a non-profit such as engagement techniques, marketing, cultivation, stewardship, and membership, with high involvement and exposure to event planning.

Qualified candidates should have superb customer service skills, excellent organizational skills and attention to detail, be highly motivated individuals, have superior communication skills, and exude Terp pride.

Qualifications:

- Full-time undergraduate student
- Must be able to work for at least one full semester on a consistent schedule for roughly 10-12 hours per week
- Available to work occasional weekend hours
- Have a strong interest or prior experience working in events
- Proficiency with Microsoft Office Suite, including Word, Excel and PowerPoint
- Familiarity and proficiency with social networking websites
- Friendly and courteous with a proven track record of outstanding customer service skills
- Excellent organizational skills and attention to detail
- Strong communication skills, both verbal and written
- Able to be a quick learner and successful multitasker
- Capable of working independently, but willing to take directions and ask questions to meet team goals
- Willing to take direction and ask questions to ensure that projects are in line with objectives
- Willing to have fun while working and show an energetic Terp spirit

If interested, please send resume and unofficial transcript to Mary Bathon (mbathon@umd.edu)