



**University of Maryland Alumni Association
Volunteer Engagement Student Intern**

Title: Volunteer Engagement Student Intern

Division | Department: University Relations | Alumni Association

Report to: Erica Lane, Alumni Volunteer Program Manager

Work Hours: 10 hours per week

Compensation: \$12.50/hour + credit if applicable

The Alumni Association aims to be the heart of the university, inspiring lifelong connections with a global network of Maryland alumni. Through membership, volunteerism, advocacy, and philanthropy, the Alumni Association connects, cultivates, and channels the power of alumni to enrich themselves and advance the university.

The Volunteer Engagement Student Intern will be a member of the Alumni Engagement & Outreach team and report to the Manager of Alumni Volunteer Programs.

Learning Objectives

Alumni Association Intern Program participants will:

- Demonstrate increased knowledge of the university, alumni relations, advancement, and non-profit work;
- Strengthen their written and oral communication skills, relationship building, database use, organization, and attention to detail;
- Enhance performance of the Alumni Association through assisting with day-to-day operations.
- Learn basic office etiquette skills.

How to Apply:

For best consideration, apply by September 21, 2022.

Send your resume and unofficial transcript in PDF format to Erica Lane (egarnett@umd.edu).



ALUMNI
ASSOCIATION

STAY FEARLESS

Position Description:

This role will have three main foci (below) as well as day-to-day tasks assigned by the Alumni Volunteer Program Manager.

Social media & marketing

- Manage Volunteer Leader Facebook page
- Make updates to the alumni website
- Develop alumni newsletters

Research and tracking alumni data

- Analyze data from alumni surveys
- Conduct research projects to form best practices
- Track volunteer involvement and send appreciation gifts

Alumni event support and administration

- Set up event registration pages
- Assist with on-campus events as needed
- Track event attendance
- Send event supplies

Desired Skills/Qualifications:

- Current student through May 2023
- Friendly and courteous with a proven track record of outstanding customer service skills
- Proficiency using Microsoft Office Suite (including Word, Excel and PowerPoint) and Google Drive
- Proficiency in and experience using various social media platforms (specifically Facebook and LinkedIn)
- Excellent organizational skills and attention to detail
- Strong communication skills, both verbal and written
- Capable of working independently, but willing to take directions and ask questions to meet team goals and ensure that projects are in line with objectives
- Willing to have fun while working and show an energetic Terp spirit