



## STUDENT INTERN

Office of the Vice President for University Relations

**Title:** University Relations Student Intern

**Division/Department:** Office of the Vice President, Division of University Relations

**Work Hours:** 10-20 hours per week (8AM start time for office coverage)

**Eligibility:** Undergraduate and graduate students are encouraged to apply

**Compensation:** \$15/hour

### POSITION DESCRIPTION

The [Division of University Relations](#) (UR) encompasses a variety of offices and departments whose shared mission is to advance the university's goals through philanthropic fundraising and meaningful engagement with alumni and friends of the university as well as the greater community. The Office of the Vice President for University Relations (VPUR) seeks a highly motivated, organized, and detailed-oriented student intern to join our team. Their duties (outlined below) will be integral to the day-to-day operations of the office.

#### Daily

- Provide office reception and phone call coverage
- Assist with paper and electronic filing of documents, including reports from the VP's stakeholder visits, correspondence, disbursement requests, etc.
- Organize/maintain office supplies/beverage inventory; notify office team of items to be ordered
- Run errands on/off campus as needed
- Other duties/tasks as assigned

#### Weekly

- Add data to mailing lists and documents to support briefing materials for presidential and VPUR briefing materials
- Prepare meeting materials, make/collate copies, etc.
- Pull/wrap gifts for VP travel, donor visits, trustee meetings, etc.

#### Monthly

- Prepare special occasion/holiday correspondence for mailing to trustees/donors
- Inventory donor gifts



### **DESIRED SKILLS/QUALIFICATIONS**

- Current student through May 2024
- Friendly and courteous with a proven track record of outstanding customer service skills
- Strong communication skills, both verbal and written
- Familiarity with Microsoft Office (Word, Excel, PowerPoint, etc.) and Google Suite (Drive, Docs, etc.) applications
- Excellent organizational skills and attention to detail
- Reliable availability to provide essential office coverage
- Willing to have fun while working and show an energetic Terp spirit

### **WORK ENVIRONMENT**

This position will require all hours to be worked in-person at the Thomas V. Miller, Jr. Administration Building.

### **APPLICATION SUBMISSION**

If interested, please send a resume, unofficial transcript and course schedule to Kristen Coffey ([kncoffey@umd.edu](mailto:kncoffey@umd.edu)) by Friday, March 24, 2023, for best consideration.