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Leadership in Higher Education

Alumni and Advancement Intern

Department: Advancement (Alumni Relations and Development)

Administrative Affairs

Title of Internship: Alumni and Advancement Intern

Preferred Background or Skills:

1. Event planning, logistics, project management

2. Strong communication and presentation skills (oral and written)

3. Team building, leadership, volunteer management

4. Computer skills – familiarity with Microsoft Word and Excel; experience with database software, social media, and web content management a plus

5. Personal interest in philanthropy

Mission Statement:

To connect current and future alumni with BW and one another in ways that generate financial and volunteer support to advance the goals of the university.

Position Description:

This position will primarily work with the professional staff in BW’s Office of Alumni Relations, assisting in the planning and execution of alumni events and programs. In addition, the intern will collaborate on projects with staff representing other aspects of advancement work (which may include, but is not limited to, annual giving, corporate and foundation relations, and major gifts).

Major Internship Responsibilities:

1. Assist in the planning, execution, and volunteer management for alumni events:
   1. Community and Family Day
   2. Homecoming Affinity Reunions
   3. Celebration of Outstanding Educators
   4. 50th Class Reunion/Alumni Celebration
2. Organize the nomination selection processes for a variety of awards (Alumni Merit, Family Heritage, Outstanding Educator); as well as manage applications for the BW Student Ambassadors
3. Track and analyze alumni, donor, and social media engagement data
4. Research peer/aspirant alumni initiatives
5. Increase awareness of and involvement in advancement programs:
   1. Current student body
   2. Current faculty and staff
   3. Recent graduates (last 5 years)
6. Other duties as assigned.

Special Considerations:

None

Special Hours:

Some programs run in the evening and on weekends – flexibility preferred.

Ideally, the LHE intern will be able to stay on through May 14, 2016, to participate in Alumni Celebration events.

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Most events/programs are on-campus, in local area or within Ohio.