

## **SIUE Alumni Association**

### **Summer 2011 Internship Position Description**

The SIUE Alumni Association is now accepting applications for two summer semester internship positions. As an intern working for the Alumni Association, a student can gain valuable experience in many areas of alumni affairs including event management, alumni relations and organizational communication.

Internship duties include, but are not limited to:

- Preparing event-related and departmental documents including press releases, invitation letters and membership correspondence.
- Researching and writing articles and alumni profiles for the website and e-mail newsletter
- Planning and executing alumni events including sporting events, continuing education seminars and networking receptions.
- Responding to member inquiries and providing assistance and information to alumni
- Assisting with day-to-day office operations
- Providing on-site support at various Alumni Association and University events including alumni networking breakfasts, Hometown Parties and happy hours.

The internship is a non-paid position. In order to be considered, the student must:

- Be available to work some evenings and weekends at various events
- Have a desire to gain experience in marketing, event-management, public relations and/or higher education
- Possess strong writing and oral communication skills
- Show initiative and ability to work independently

**Resumes are due by April 15, 2011**

**Interviews will be conducted beginning April 25, 2011.**

Interested students should email, fax or mail a letter and resume to:

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