Event Planning interns

Student Intern, Student Involvement University Center Activities & Events 2
Division of Student Affairs

Program Coordinator: Student Involvement – Tearria Beck-Scott
10 hours/week,
10 months August 2015- May 2016, renewable annually with satisfactory
performance *dates are flexible

Summary: The Intern(s) will assist the UCAE Student Involvement Team with
various aspects of student activities. This is a unique opportunity to “design your
own experience” within Student Involvement at Duke. This internship can include,
but is not limited to, planning and implementing a student organization event
planning program, providing student organization support through web content
creation, and maintaining a departmental social media presence, in addition to
other desirable experiences. The Intern will also likely be asked to perform other
responsibilities as a member of the Student Involvement Team of University
Center Activities and Events: Student Activities.

Duties:

• Plan and implement the student organization event planning program
• Coordinate the development and implementation of a marketing strategy
to promote student

organization event planning program via social media.

• Assist as a student intern for undergraduate student organization(s)
• Assist in the student organization registration and recognition process
• Perform other duties as assigned, including, but not limited to,
administrative projects and team

• assignments

• General Qualifications:

• Enrollment as a current graduate or undergraduate student.
• Experience in event planning, marketing and communications, and
working with student groups.
• Commitment to promoting student learning and an enthusiasm for working
with undergraduate students.
• Strong written and verbal communication skills.
• Ability to manage time effectively and excel in a team oriented environment.

• **Specific Skills and Competencies:** Excellent written, verbal, and interpersonal skills are essential. Demonstrated effectiveness in working with student groups. Demonstrated achievement in organization advising. Fluency with office productivity applications, database management, and web tools.

• **Compensation:** Hourly rate of $9.00 for students for a 10-month employment period. This internship is a 10-hours per week position.