



## Alumni Relations Intern

### Position Overview

- Unpaid
- Approximately 10 - 12 hours per week (flexible)
- Fall or Spring: Start date is first week of class and end date is last week of class
- Summer: State date and end date is flexible
- Between the hours of 8a - 5p, M-F, with occasional after hours work

### Required Skills

- Strong computer skills
- Strong written communication skills
- Organization
- Ability to multitask
- Ability to work independently with minimal supervision
- Project management skills
- Public speaking
- Study abroad experience

### Preferred Skills

- Previous experience as a Study Abroad Ambassador strongly preferred
- Experience managing or overseeing student groups
- Familiarity with online platforms (MailChimp, Canva)
- Experience editing website content (Drupal)
- Strong Microsoft Office (Word, Excel, PPT) skills or the Google equivalents (docs, sheets, slides)

# Responsibilities

## Alumni Relations

- Assist OEA staff with facilitating, developing content for and presenting at Study Abroad Alumni programming events throughout the semester
- Act as Study Abroad Ambassador Lead, which includes the following responsibilities:
- Act as main contact for all Study Abroad Ambassadors
- Create & send (after supervisor reviews) Study Abroad Ambassador newsletters
- Manage volunteer calendar
- Send reminder emails to Ambassadors reminding them of their upcoming volunteer shift details
- Process Event Verification Forms
- Check progress of each Ambassador with their monthly requirements & send follow ups as necessary
- Schedule & facilitate monthly Ambassador meetings
- Plan end of semester “thank you” event
- Manage OEA Scholarship Recipient requirements

## On-Campus Promotion

- Deliver classroom presentations using pre-made agenda by OEA staff to describe Steps to Studying Abroad & debunking common study abroad myths (typically 4 - 45 minutes)
- Staff tables on campus and/or during other department resource fairs to give basic information to interested students on steps to studying abroad

## Miscellaneous Duties

- May assist with special projects, including but not limited to, study abroad fair preparation, faculty-led program administrative tasks, and more
- OEA website content management
- May assist with administrative duties such as answering phone calls and front desk inquiries
- May assist with presenting at the Pre-Departure Orientation or other OEA programming
- Other duties as assigned