CSU On-Campus Internship Program (OCIP) JOB POSTING FORM

JOB TITLE:
Alumni Events Intern

DEPARTMENT:
Alumni Affairs

COLLEGE/DIVISION:
Advancement

JOB DESCRIPTION:
The Alumni Events Intern will assist the Department of Alumni Affairs with planning, executing and evaluating major events. This position will support the staff of the Department of Alumni Affairs in creating best practices and sustainable procedures to successfully accomplish goals of the division and CSU Alumni Association.

Responsibilities will include but are not limited to:
- Researching best practices for alumni event management, including event registration platforms, timelines, outreach, and follow-up, as well as other alumni engagement best practices
- Assisting with registration set-up and monitoring
- Developing tools and processes for managing event logistics, such as
  o Creation of an event-specific check-list
  o Preparation of materials and processes
- Pre-event and post-event logistical arrangements
- Inventory and supply management
- Assisting with alumni and vendor outreach as assigned
- Staffing the office front desk, greeting guests, and assisting with triaging calls and other tasks as needed
- Other duties as assigned

JOB QUALIFICATIONS/REQUIREMENTS:
- Graduating no earlier than May 2023, with preference given to those with junior and senior status
- Interested in pursuing a career that includes event management and logistics
- Able to work 20 hours per week
- Willing to work some evening and weekend events as assigned
- Must display high degree of professionalism
- Must maintain sensitive and confidential information
- Excellent verbal and written communication skills
- Proficient use of Windows software
- Must be able to manage and prioritize a diversified workload
- Cumulative GPA 3.0 or above

LEARNING OBJECTIVES:
Provide a list of objectives that the employee will have been able to learn after having worked in this position.
(Refer to the list of NACE core competencies at the end of this document.)

1. Exposure to best practices for event management, including strategy, planning, goal-setting, and post-event analysis.
2. Volunteer management—learning to work and communicate with leadership volunteers to execute successful events.
3. Project management—developing event plans and managing event logistics.
4. Communication skills/external relations/team work—working with partners, vendors, event registrants and staff to coordinate and market events.
5. Analysis of event metrics, trends, and participation to measure event success.

WORK SCHEDULE:
Monday-Friday between 9am-5pm. Schedule and hours to be determined. Some evening/after-hours and weekend events may be required.

REQUIRED DOCUMENTS:
Choose from any of the below items (note: resumé is automatically sent whether you request it or not):
- *Resumé*
- *Cover Letter, including schedule of availability*
- *Unofficial Transcript*

NAME & EMAIL FOR APPLICATIONS:
Jennifer Creviston, j.creviston@csuohio.edu – lead conducting screenings and hiring manager
Matthew Knickman, m.knickman75@csuohio.edu – lead conducting screenings and hiring manager
Anne-Marie Connors, a.e.connors@csuohio.edu – participating in the interview

NACE Core Competencies

Critical Thinking/Problem Solving:
Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications:
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration:
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology:
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.
The individual demonstrates effective adaptability to new and emerging technologies.

Leadership:
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic:
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.
The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management:
Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.
The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency:
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.