



INTERNSHIPS & CO-OPS

UConn Foundation Alumni Center

Website: <http://www.foundation.uconn.edu/about-us/careers/>

Website: <http://www.uconnalumni.com>

Internship Title: Alumni Events Intern

Academic Year: 2016 – 2017

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| Application Period: | Position is currently filled. Check in with the contact below to see availability. |
| Application Process: | To apply, submit all application materials to Emily Auger, Assistant Director of Alumni Events, at eauger@foundation.uconn.edu |
| Application Materials: | Résumé, Letter of Interest |
| Location: | The UConn Foundation Building |
| Eligible class standings: | Junior, Senior |
| Minimum GPA to participate: | 2.00/4.00 <i>(University rules require a minimum 2.00/4.00)</i> |
| Credit: | The UConn Foundation is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship here . |
| Compensation: | Unpaid |
| Hours: | 8 to 15 hours a week. Must be available to work long hours on certain weekends. |
| Additional information: | Must have demonstrated interest in event planning. |

Description of internship provider:

The UConn Foundation is the organization responsible for development and alumni engagement at the University of Connecticut. The Office of Alumni Relations at the UConn Foundation strives to connect alumni, support students, and strengthen UConn through a variety of programs and services designed to engage alumni throughout the year.

Description of internship position:

The Alumni Events Intern will have primary responsibility for the Huskies Forever 5k Fun Run/Walk, with additional roles in support of the overall Huskies Forever Weekend events, as well as additional event planning and execution throughout the fall semester. Interns will gain valuable professional experience in event planning, alumni networking, logistics, marketing, partnership management, constituent engagement and alumni outreach. Interns will be invited to attend and participate in planning meetings with staff as schedules allow. Interns must demonstrate proficiency in MS Office and all social media platforms.

For more information about internships with this department, please contact:

Human Resources Department, UConn Foundation

Foundation Building

hr@foundation.uconn.edu

(860) 486-5000

www.interncoop.uconn.edu
internships@uconn.edu
careercoop@uconn.edu
860.486.3013

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