

UNDERGRADUATE INTERNSHIP OPENING

Job Title:	Alumni Relations and Communications Intern
Organization:	Office of the Vice President for Student Life
No. of Openings:	1
Internship Available for:	Academic year 2011-2012 May apply for internship credit
Is this a paid internship:	Yes \$9.50-\$10/hour Work-study may apply but not required
Hours per week:	10 (primarily between 8:00-5:00 Monday through Friday)
Minimum GPA	2.75

Job Description:

- Assist with developing a sustainable system for identifying and tracking students who participate in campus activities/programs and/or employment provided within the Division of Student Life in collaboration with established Alumni Association and UI Foundation data system
- Assist with developing a communication plan for Vice President to maintain contact with Division of Student Life identified/targeted alumni groups
- Duties will include review and analysis of current data and research of best practices. New position and additional related duties may be added.

Qualifications:	Good interpersonal communication (both written and verbal) skills, ability to prioritize work assignments with careful attention to detail, computer skills including database software, experience using social media in a marketing or similar context, knowledge of student organizations at Iowa a plus, preference to junior/senior student
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Application Instructions:	To apply please send resume and brief description of why you are interested to belinda-marner@uiowa.edu by August 15, 2011
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