



## Office of University Development Internship Responsibilities

The Office of University Development offers internship programs to provide development experience in a higher education setting. At the end of the internship, student will have a working knowledge of higher education development practices.

### Specific job responsibilities may include:

- Assist in identification, cultivation, and solicitation of prospective donors
- Collaborate with scheduling and working alongside staff to secure meetings and visits
- Assist with organization and execution of Excel direct mailings
- Maintain weekly donor birthday card emails
- Assist with donor acknowledgement and donor perk mailings
- Provide support with donor events
- Assist with prospect research
- Sort/distribute mail
- General office duties including: copying, running errands, etc.
- Collaborate with Communications Specialist and Development Officers to help manage presence on Facebook, Twitter, Google+, LinkedIn, Yelp, Instagram, Pinterest, YouTube, etc.
- Assist with the development of social media campaigns and strategies

### Skills/Attributes/Knowledge expected:

- Proficiency with Microsoft Office applications, internet, and email
- Excellent written and verbal communication, strong editing skills
- Knowledge of digital media software – Photoshop or other graphic design software, etc., is preferred
- Knowledge of social media – Facebook, Twitter, LinkedIn, YouTube, blogs, etc.
- Skill in identifying, tracking, and analyzing trends as they appear on social channels
- Willingness to create video blogs, write press releases and Facebook posts
- Experience in proofreading and editing
- Attention to detail and accountability

Send completed application, resume, cover letter and essay to:

**Kim Barnes**  
**University Development**  
[krbarnes@olemiss.edu](mailto:krbarnes@olemiss.edu)  
**406 University Ave**  
**Oxford, MS 38655**  
**662.915.1584**