



## **Office of University Development Student Internship**

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 include:

- Assist in identification, cultivation, and solicitation of prospective donors
- Assist 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
- Assist with donor events
- Assist with prospect research
- Sort/distribute mail
- General copy work and errands
- 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 proofreading and editing
- Attention to detail and accountability