

# STAY FEARLESS



# ALUMNI ASSOCIATION

## University of Maryland Alumni Association Outreach & Engagement Graduate Student Intern

**Title:** Outreach & Engagement Graduate Student Intern

**Division | Department:** University Relations | Alumni Association

**Report to:** Jessica Lee, Program Manager, Student Engagement

**Work Hours:** 10-12 hours per week

**Compensation:** \$18/hour + credit if applicable

### Position Description:

The Alumni Association aims to be the heart of the university, inspiring lifelong connections with a global network of Maryland alumni. Through membership, volunteerism, advocacy and philanthropy, the Alumni Association connects, cultivates and channels the power of alumni to enrich themselves and advance the university.

The Outreach & Engagement Graduate Student Intern will be a member of the Alumni Engagement & Outreach team and report to the Program Manager of Student Engagement. This role will have four main foci (below) as well as day-to-day tasks assigned by the Program Manager of Student Engagement.

- Event Support & Logistics
  - Provide general event support with [student programs and events](#), working closely with the Manager of Student Engagement, the Riggs Event staff and the Student Alumni Leadership Council (SALC).
    - Manage RSVPs and communications for hallmark student programs, including but not limited to: Terps Under 30, I <3 UMD Week, Grad Bash & Ring Ceremony, M book events and initiatives, etc.
  - Coordinate logistics for the Table for Terps dinner programs with support from SALC. Table for Terps is an event series in which a local alum hosts 10-12 students for dinner at their home or at a restaurant in the DMV area.
  - Conduct event assessments and evaluations following each hallmark program.
- Legacy Programs
  - Conduct research on peer institutions to better understand legacy programs and initiatives (programming, budget, staffing needs, etc.).
  - Assist with developing a strategic plan for legacy programs for the Alumni Association.
  - Manage and coordinate content for the legacy student [Alumni Blog](#) series
- Student Philanthropy Education Support
  - Work with Alumni Association, SALC, Annual Giving and Donor Relations & Stewardship teams to design, implement and execute student philanthropy education campaigns, activities, and events.
  - Spearhead student philanthropy education efforts for the university's [Giving Day](#) in March.

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- Graduate Student Engagement and Outreach
  - Research current best practices and make recommendations for engaging graduate students and graduate student alumni. This should include communications, programming, events, etc.
  - Design, implement, and execute communications, programming and events to pilot graduate student engagement recommendations.

### **Desired Skills/Qualifications:**

- Current graduate student through May 2023 (preferred but not required)
- Friendly and courteous with a proven track record of outstanding customer service skills
- Proficiency with Microsoft Office and Google Suite, including Word, Excel, PowerPoint and Google Drive
- Familiarity and proficiency with social networking websites (e.g. LinkedIn, Instagram)
- Excellent organizational skills and attention to detail
- Strong communication skills, both verbal and written
- Capable of working independently, but willing to take directions and ask questions to meet team goals and ensure that projects are in line with objectives
- Willing to have fun while working and show an energetic Terp spirit

### **Work Environment:**

- This position will require hours to be in-person at Samuel Riggs IV Alumni Center unless otherwise stated by the university (schedule can be flexible) and all university guidelines regarding the COVID19 pandemic will be enforced.

**If interested, please send a resume to Jessica Lee, Program Manager for Student Engagement ([jlee1021@umd.edu](mailto:jlee1021@umd.edu)) by January 28, 2022 for best consideration.**