Position Title:
Intern for Alumnae Engagement and Reunion

Job Description:
The Intern for Alumnae Engagement and Reunion plays an important role in coordinating programs, projects, and events for our impressive network of dedicated Bryn Mawr alumnae/i and current students. Intern has primary responsibilities for providing administrative and programmatic support for the Alumnae Engagement and Reunion team. Intern will gain knowledge and experience applicable to interests in event planning, program coordination, volunteer management, and customer service.

Skills and qualities:
• Strong organizational skills
• Ability to multitask
• Great customer service skills
• Quick learner
• Self-motivated, innovative thinker

Job Responsibilities:
• Commit to working for at least three semesters (Spring 2019-Spring 2020)
• Assist with undergraduate activities such as Mugging in September and Tassel Toast in May
• Proofread and facilitate alumnae/i class communications and reunion mailings
• Assist in managing registration lists and preparing registration materials for Alumnae Engagement events including Alumnae Volunteer Summit, Reunion Weekend, and various joint events with the President’s Office and the Development Office
• Commit to working full time for the two weeks following Commencement and through the end of Reunion Weekend (Friday, May 31st-Sunday, June 2nd 2019)
• Assist with student worker hiring process for Reunion Weekend
• Run registration table, serve as a resource to student workers, and assist with the set-up and supervision of events at Reunion Weekend
• Field email and phone correspondence
• Various administrative tasks
• To apply, please email your resume to tmanferdin@brynmawr.edu