



Special Events/Commencement Intern

Learning Outcomes:

- Written and Oral Communication: Student will use and identify the most successful means for communicating with both internal and external audiences.
- Teamwork, leadership and problem solving

Job Description:

Assist Special Events Coordinator with the following:

- Draft letters, emails and other correspondences to event participants.
- Assist with securing vendors and reviewing contracts.
- Assist in planning logistics necessary to support events.
- Assist with hiring, scheduling and training student and volunteer event staff.
- Prepare and Manage event databases including lists of attendees and RSVPs.
- Attend campus-planning meetings.
- Attend Almost Alumni Lunch (bi-annually) as a representative of the Commencement Team.
- Manage regalia inventory and regalia requests from faculty/staff
- Prepare, clean and load equipment and materials for events.
- Help process invoices and manage receipts.
- Assist in preparing and distributing printed event marketing materials.
- Provide onsite event management for designated events.
- Answer phone calls in a courteous and professional manner
- Writing, manage email, make photocopies and file paperwork.

Qualifications:

- Must be in your sophomore or junior year.
- Team Player: Willingness to help wherever is needed
- Available to work an average of 10 hours a week (Possibly more hours during event weeks)
- Flexibility: Occasional weekend and evening hours are required
- Ability to communicate in a professional manner with internal and external parties
- Excellent organizational skills, detail oriented, ability to multitask, prioritize and meet deadlines

Estimated Hours per week: 10-12

Start Date: September 18, 2017 | End Date: May 18, 2018

Possibility for continued student employment

Rate: \$9/hour

Apply

Please submit resume, cover letter and 2 references to:

Bailey Azarian

Special Events Coordinator, UW Oshkosh

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