Internship Position Description
Alumni Careers and Professional Development

Total hours: 6-10 hours/week
Rate of pay: TBD (either hourly or scholarship)
Direct supervisor: Syndric Steptoe, director of alumni careers and professional development
Internship director: Jaynelle Ramon, senior manager of digital content and strategy

Position Description:

A student interested in becoming an alumni career and professional development intern at the UAAA for a total of 6-10 hours a week during a given semester. They will receive direction from the director of the UA Career Lab to assist with any and all career and professional development programs. They will experience working within a team and working with multiple UAAA staff members and clients, learning career services and marketing strategy. Student responsibilities vary during the course of the semester to include:

- Assist with communication for Career Lab events across multiple social media platforms
- Research potential business partnership opportunities for the Career Lab
- Assist with the development and running of the UAAA Mentor Program
- Work on UA Career Lab marketing projects to maintain consistent and uniform messaging
- Assist in the creation and development of Career Lab events such as webinars, networking events and virtual coaching sessions
- Work on fun and creative marketing projects to drive engagement participation with students and UA alums
- Assist with administrative projects as necessary
- Work UAAA special events such as Homecoming, Grad Fest, Wildcats Connect, etc.

Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.
- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.
- The intern will take part in a mock interview and resume review with a UAAA or Career Services staff member.
**Required Qualifications:**
- A current student at the University of Arizona
- Experience working with Microsoft Office, Photoshop and InDesign
- Knowledgeable of alumni career practices
- Minimum GPA of 3.0
- Flexible schedule (outside of class and/or work commitments)
- Adaptable and able to work in a team setting

**Preferred Qualifications:**
- Excellent communication and writing skills
- Active on campus

Please submit resume and examples of work online at arizonaalumni.com/internship