

ON-CAMPUS INTERNSHIP OPPORTUNITY NOTICE

Internship Title: Event Planning Internship

Internship Site: Westminster College, Office of Career Services

Site Supervisor: Kristy Chitwood, Office of Career Services Coordinator

Appropriate Majors: Marketing, Communication, Other

Semester: Fall 2011 or Spring 2012

General Job Description: The Office of Career Services sponsors more than 50 events throughout the school year, including the Professional Etiquette Dinner in the Fall semester and the Career EXPO in the Spring semester.

The Event Planning intern will play a major role in assisting with events. Duties may include:

- Developing and implementing a marketing plan
- Publicizing events
- Posting an event and tracking RSVP's
- Coordinating event volunteers
- Communicating with students, faculty, staff, and campus organizations
- Ordering food and supplies
- Preparing and summarizing evaluations
- Determining topic, date, time, and location for events
- Writing event articles for Westminster Weekly and other newsletters
- Maintaining Key to Success points
- Acting as event host; introducing speaker
- Utilizing social media and Microsoft programs
- Organizing recruiter layout (Career EXPO)
- Other duties as assigned

Qualifications: Creativity, willingness to learn Microsoft Publisher, PowerPoint, and Excel

Training Provided: Yes

Hours per Week: 5-10

Compensation: Unpaid (unless qualified for work study/college employment)

Application Deadline: August 31, 2011, 5:00 p.m.

Application Materials: Completed Student Employment Application (available at <http://www.westminster-mo.edu/studentlife/career/students>) and resume

Procedure: Once application materials are received, the office will interview candidates

Contact Information:

Name: Kristy Chitwood

Title: Office of Career Services Coordinator

Phone: (573) 592-5381

E-mail: Kristy.Chitwood@westminster-mo.edu

Additional Instructions: Please e-mail application and resume to Kristy at Kristy.Chitwood@westminster-mo.edu.