

Event Planning Internship

Context

Under the supervision of the Assistant Director of the CAS Events Team, the intern will perform responsibilities to support and execute a broad range of CAS events. The internship will also include leadership training and hands-on experience for a wide range of events. The position is paid \$15 hourly ranging from 10-15 hours per week for the duration of the spring 2024 semester. Hours range between 8:00 am and 9:00 pm, Monday – Sunday. Many events fall on weekends and evenings and will be mandatory.

Major Responsibilities

- Assist with the planning, coordination, and execution of a variety of CAS Events, including: Decision Days, Dean's Advisory Council Meetings, State of the College, Team Huddles, and multiple department-level events with guests including the University President, College Deans, donors, alumni, faculty, staff, and students
- Work with CAS Team members to plan events from strategic ideation through execution to learn and manage all logistical pieces of event planning
- Coordinate logistics for events including reserving event space, purchasing supplies, ordering catering and items from event-related vendors
- Assist with coordinating event volunteers, including recruitment, registration, assignments, and coordinate volunteer training, serve as the volunteer lead contact and assist with questions, cancellations, and alternates.
- Assist with the creation of events marketing materials such as flyers, social media, event descriptions, and signage

Education, Experience and Abilities

Selected student must enroll in UNIV364 or work with their department to enroll in 3 internship credits for Spring 2024. Excellent written, organizational, and oral communication skills required. Must have demonstrated ability and understanding of managing data in Excel, with excellent skills with Word and PowerPoint. Must be comfortable working independently with limited guidance and have the ability to make independent decisions. Maturity, poise, judgment, and professionalism are essential.

Deadlines

Applicants are asked to submit a resume and cover letter by Friday November 17 to camillad@udel.edu. On-campus interviews will be scheduled the week of November 27. Final offers will be extended by Monday December 4. If you have any questions, please contact Camilla Daniel at camillad@udel.edu.

