Alumni Civic Engagement Coordinator
Paid Internship for Spring, Summer, and Fall 2018

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as an Alumni Civic Engagement Coordinator. The Alumni Civic Engagement Coordinator will support coordination of the WashU Engage, Alumni and Parent Common Reading Program, and other initiatives to connect with alumni through civic engagement opportunities. The position will bridge across two Washington University offices that co-sponsor the programs – the Gephardt Institute and Alumni Association – through work with the professional staff on both teams. The position is supervised by the Assistant Director for Student Engagement and Service in the Gephardt Institute and works closely with the Director of Alumni Networks and Regional Programs and other Alumni Association staff for project management support. This role will provide the selected student with experience in communications and program outreach with alumni of the university; coordinating program logistics and planning for events; and supporting the evaluation and assessment of our Alumni Civic Engagement initiatives.

Responsibilities include, but are not limited to, the following:

Coordinate Alumni Civic Engagement Programs
- Coordinate communications and program logistics between the Alumni Association and Gephardt Institute in order to effectively implement WashU Engage, Alumni and Parent Common Reading Program, the WashU Engage Chicago pilot city initiative, and developing initiatives or events that connect graduating students to alumni civic engagement opportunities.
- Provide support for program planning processes, including development of timelines and operational plans, program manuals and reports, and outreach.
- Manage event logistics for Alumni Civic Engagement initiative events including: room reservations, provision of maps/directions, parking placards, nametags, sign-in sheets, table tents, packets, and signage as needed, staff scheduling, troubleshooting, administrative preparations, and supplies.
- Coordinate design and implementation of marketing and communications with the Alumni Association and Gephardt Institute marketing and communications staff members. Manage updates to both the Alumni Association website and the Gephardt Institute website pertaining to Alumni Civic Engagement programs.
- Research relevant connections between university faculty, research, articles, and WashU Engage projects to enrich the alumni learning and engagement following service projects.

Serve as an essential member of the Gephardt Institute staff:
- Attend semester kick-off retreat and closing celebration plus bi-monthly staff meetings for ongoing professional development and office-wide coordination.
• Support organizational outreach efforts including staffing the reception area, supporting special events, and posting flyers as needed.

• Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.

• Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.

• Write a semester report and update the intern manual each semester.

• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

**Desired Qualities of Successful Candidates**

✧ Superior writing and editing skills with attention to detail
✧ Excellent interpersonal and organization skills
✧ Interest in civic and community engagement
✧ Enthusiasm for engagement of Washington University alumni
✧ Familiarity with a range of social media platforms and trends
✧ Ability to manage and plan work under frequent deadlines
✧ Commitment to team approach
✧ Proactive approach to planning with strong communication skills needed to coordinate effectively across two offices
✧ Flexibility and creative problem-solving skills
✧ Tolerance for ambiguity
✧ Diplomacy, tact, sound judgement, and ability to handle sensitive information

**Time Commitment**
Weekly time commitment may fluctuate depending on responsibilities. The intern is expected to work approximately ten hours per week. Hours are flexible based on student’s schedule, occasionally include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. All Gephardt Institute interns are expected to attend a retreat that is scheduled at the beginning of the semester.

**Duration**
The internship is for spring, summer, and fall 2018, with the possibility of renewal.

**Eligibility**
Washington University undergraduate students who will be continuing their enrollment at least through fall 2018 are eligible to apply. Applicants must have and maintain a 3.0 minimum GPA. Preference is given to Federal Work Study eligible applicants and those who have experience working with alumni, though all students are welcome and encouraged to apply.

**Remuneration**
$9.00 per hour, paid bi-weekly.

**Application Process**
Applications are due online by **Friday, March 30, by 5pm**. To apply, please complete an online [staff application form](mailto:application form), submit a resume, and cover letter. If you have any questions about the position or process to apply, please contact the Assistant Director for Student Engagement and Service, Cara Johnson, at **CLJohnson@wustl.edu** or 314-935-9659.