**CAS Student Programs and Leadership**  
*Event Planning and Assessment Intern*

The Office of Student Programs and Leadership (OSPL) is housed in the College of Arts and Sciences (CAS). Keeping in mind that student experiences outside of the classroom are most formative and impactful when connected to academic life, our programs are designed to help students navigate this large and vibrant University, connect to classmates and professors, hone leadership skills, and prepare for life beyond BU. As an intern, you will develop an understanding of the ins and outs of event planning and assessment through our First-Year Experience (FY101) course excursions, while applying the philosophy of our office.

**Responsibilities and Goals of the internship:**

**Plan**
- Assist in the planning of FY101 Weekend excursions by gaining a sense of what first-year students are interested in
- Contact vendors and businesses to book events and stay within the budget of the office

**Promote**
- Create flyers, social media posts, and emails promoting the FY101 weekend excursions
- Support on execution/distribution of materials

**Coordinate**
- Attend planned events in order to ensure that the event runs smoothly
- Events include Fenway Park Tour, North End Food tour, and Frog Pond skating

**Assess**
- Collect data from all event participants by way of survey, interview, or observation
- Evaluate the overall success of the events from the feedback provided the participants

An ideal candidate for this position will have an interest in Event Planning, an eye for detail, strong organizational skills, creativity and flexibility.

An intern will work 5-8 hours a week, with some weekend work for the FY101 events.

**How To Apply:**

Please apply online at [http://www.bu.edu/casprograms/programs/internships/](http://www.bu.edu/casprograms/programs/internships/)