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, event management, and program assessment through our First-Year Seminar (FY101) course excursions and our First-Year Experience (FYE) program.

Responsibilities and Goals of the internship:

**Plan**
- Assist in the planning of FY101 excursions and FYE events by gaining a sense of what first-year students are interested in
- Contact vendors and businesses to book events and working with an event budget

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

**Coordinate**
- Attend and assist in the day-of event management for all planned events in order to ensure that the event runs smoothly
- Events include but are not limited to Boston Duck Boat tours, CAS Major Fair, and Study Abroad Fair.

**Assess**
- Collect data from event participants by way of survey, interview, or observation and tracking event attendance
- 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, flexibility, data collection and assessment.

**Hours**

An intern will work 6-7 hours per week, which will consist of a combination of working in the OSPL office during regular business hours and some evening and weekend work for FY101 excursions and FYE events.