CAS Biology – Event Intern

We are seeking a student as an Event Intern in the Biology Department. The internship allows students the opportunity to be leaders in our Department and grow their leadership and project management skills in general. This internship is open to all students but preference is given to Biology majors or minors, Biochemistry & Molecular Biology (BMB) majors, or students who have taken BI courses.

The Event Intern will assist in coordinating the programming for our undergraduate student population. Through our events and programs, we aim to expand opportunities for student engagement, build community among students in the department, and introduce more students to our Department and to the biological sciences.

Supervised by the Undergraduate Program Specialists and Program Coordinator, the Biology Events Intern will:

- Propose, coordinate, advertise, and execute regular events/workshops for undergraduate students over the course of the semester. These events would be open to all students, but targeting current Biology and BMB students. Different events and programs may target specific populations in the Department. Original ideas for events and workshops are encouraged, but examples could include presentations from guests such as BU faculty, administrators, students, or external guests, academic or technical skills workshops, or informal get-togethers or study sessions for students.

- The Event Intern would be responsible for collecting events/workshop ideas, coordinating the logistics, advertising to ensure turnout, getting feedback from students on what topics they enjoyed or what they wish would be replaced so as to influence what is covered or addressed in future events/workshops.

In addition to the regular workshops and seminars, the Biology Event Intern would also:

- Help recruit for administrative events – CAS Open Houses, Majors Expos, events or meetings that require student feedback or a student voice.

What will students gain from this experience?
• Leadership – The Event Intern will build confidence in themselves and their leadership abilities by planning and executing events. They will learn to see themselves as leaders.

• Creativity and ownership – The Event Intern will be asked to come up with programming for others to experience, which tests their own creativity and forces them to think relationally. What would benefit other students, what would others want to see/do/hear? What should we do? Giving students this kind of opportunity gives them ownership experience over projects.

• Communication – The Event Intern will be the face of the co-curricular programmatic experience of the Department. They will build skills in successful communication across very different populations.

• Organization – Planning events and executing them, working through barriers and red-tape, overcoming unexpected logistical issues, projecting and advocating for resources. These are all skills that cross disciplines and are valuable in any career or academic setting.

• Academic/Career Goals – helping bridge the academic and co/extra-curricular worlds for students will provide students a broader understanding of how their own academic experience (coursework, research, etc.) fit into the world of Biology and the related science