**Development and Alumni Relations Intern, College of Arts & Sciences**

The main purpose of the CAS Development and Alumni Relations team is to increase charitable support to CAS and BU from among its constituencies—alumni, parents, and friends. We contribute to this effort via many channels including: identifying and highlighting development opportunities with the Dean of CAS; furthering the efforts of CAS faculty, programs, and research by organizing events and cultivation opportunities for alumni and parents; assisting academic departments as they strategize on connecting and communicating with their alumni; and cultivating long-term relationships between CAS leadership, faculty, and alumni through campus visits, academic research, and networking.

This position will work closely with the CAS Development team, specifically the Senior Development Coordinator, who handles core administrative and functional tasks, such as mailings and event planning.

As an intern, you can impact meaningful success for our team through the following opportunity:

Assist in administrative functions pertaining to planning a number of events, including on-campus lectures, Alumni Weekend, Family & Friends Weekend, Giving Day and alumni cultivation dinners with the dean. The intern will contribute to research related tasks for the purpose of travel itineraries and briefings, and will provide support in the donor thank you process.

Throughout this internship you will work across various departments, sharpen oral and written communication skills, hone time management and organizational skills, and gain project management experience.