Pardee Development and Alumni Relations Internship

Office/Department Overview

The Pardee School of Global Studies first opened its doors in 2014, following a generous $25 million gift from BU Alumnus Frederick S. Pardee, and it has not slowed down since. The Pardee team within Development and Alumni Relations is a key part of making sure that the school stays buzzing with activity.

Pardee’s DAR team works to increase support to Pardee from its alumni, current and prospective donors, parents, businesses and foundations, the community, and others. The team assists the Dean to identify development opportunities and major donor prospects. They keep alumni informed of Pardee events on campus, and with students and faculty, as well as aiding in connecting alumni and faculty, and cultivating relationships within the Pardee community through campus visits, volunteer opportunities, academic research, and networking.

Position Description

The prospective student intern can expect to support one or more managers in their work which will include some customer and executive contact. They will perform administrative activities such as assisting with projects, drafting reports, and undertaking research.

Internship Responsibilities

- Strong written and verbal communication skills
- Intermediate computer skills – word processing, spreadsheet, basic presentation, database applications
- Strong interpersonal skills, problem-solving skills
- Specialized knowledge of international relations

Opportunities for Professional Growth and Development

- Being able to see the outcome of your work / understanding what it’s like to make a difference
- Invaluable social skills
- Research skills
- Good client service