**Alumni Relations, Educational Programs Intern**

The Alumni Relations team is charged with engaging BU’s 310,000 worldwide alumni. Alumni educational programs provide a specific opportunity to connect with local alumni interested in life-long learning opportunities. As an Alumni Relations intern, you will work with the Assistant Director for Alumni Education Programs on engagement strategy, communications planning, and event execution.

**Potential Responsibilities:**

- **Engagement strategy**
  - identify potential faculty presenters; meet with faculty to discuss programming
  - determine lecture/panel discussion topics of interest to alumni
  - consider target audience and event benefits
  - collaborate with team members working in the New England region

- **Communications planning**
  - draft email language, choose header images, and write social media posts
  - schedule email/print media/social media communications
  - analyze effectiveness of various communications

- **Event execution**
  - book venues, order catering, and liaise with vendors
  - write speaking points and communicate with presenters
  - set up events and staff registration tables
  - compile post-event reports; analyze survey results

**Professional Growth and Development:**

At the end of a semester-long internship, you can expect to leave the experience with a strong understanding of the following:

- Organizational skills
- Written and verbal communication with a variety of constituents
- Communications strategy
- Basic event planning
- How individual events fit within a larger engagement strategy
- Teamwork and collaboration
- Attention to detail
- Proficiency in database software

Sarah Speltz, Assistant Director, Alumni Education Programs

smspeltz@bu.edu