Alumni Civic Engagement Coordinator
Paid Internship for Summer 2019 and Academic Year 2019-2020

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as an Alumni Civic Engagement Coordinator. The intern can be hired for both the summer and the full academic year or just one of those terms (only summer or only academic year). The Alumni Civic Engagement Coordinator will support coordination of joint programming across the Gephardt Institute and the Alumni Association, specifically WashU Engage and the Alumni and Parent Common Reading Program, and work with the professional staff on both teams to enhance civic and community engagement opportunities for alumni and parents. The position is supervised by the Associate Director/Chief of Staff in the Gephardt Institute and the Associate Director of Alumni Networks. This role will provide the selected student with experience in communications and program outreach with alumni of the university; coordinating program logistics and planning for events; and supporting the evaluation and assessment of our Alumni Civic Engagement initiatives.

Responsibilities include, but are not limited to, the following:

Coordinate Alumni Civic Engagement Programs
• Coordinate communications and program logistics between the Alumni Association and Gephardt Institute in order to effectively implement WashU Engage, the Alumni and Parent Common Reading Program, and develop initiatives or events that connect graduating students to alumni civic engagement opportunities.

• Manage event logistics for Alumni Civic Engagement initiative events including outreach to organizations and individuals, scheduling, and marketing.

• Coordinate design and implementation of marketing and communications with the Alumni Association and Gephardt Institute marketing and communications staff members, including running WashU Engage social media, emails, and websites.

• Research relevant connections between university faculty, research, articles, and WashU Engage projects to enrich the alumni learning and engagement following service projects.

• Summer Intern: compile data and create an analytical report on WashU Engage’s progress over the past three years

Serve as an essential member of the Gephardt Institute staff:
• Attend semester kick-off retreat and closing celebration plus bi-monthly staff meetings for ongoing professional development and office-wide coordination.

• Support organizational outreach efforts including staffing the reception area, supporting special events, and posting flyers as needed.
• Participate in team efforts outside the office during special events such as the Activities Fair, Gephartd Institute sponsored events, and other relevant outreach.

• Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.

• Write a semester report and update the intern manual each semester.

• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

**Desired Qualities of Successful Candidates**

✧ Interest in civic and community engagement
✧ Familiarity with the Gephartd Institute’s mission and vision
✧ Enthusiasm for engagement of Washington University alumni
✧ Superior writing and editing skills with attention to detail
✧ Excellent interpersonal and organization skills
✧ Familiarity with a range of social media platforms and trends
✧ Ability to manage and plan work under frequent deadlines
✧ Commitment to team approach
✧ Proactive approach to planning with strong communication skills needed to coordinate effectively across two offices
✧ Flexibility and creative problem-solving skills
✧ Tolerance for ambiguity
✧ Diplomacy, tact, sound judgment, and ability to handle sensitive information
✧ Summer intern: strong data analytics skills

**Time Commitment**

Weekly time commitment may fluctuate depending on responsibilities. The intern is expected to work approximately ten hours per week. Hours are flexible based on student’s schedule, occasionally include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. All Gephartd Institute interns are expected to attend a retreat that is scheduled at the beginning of the semester.

**Duration**

The internship is for summer 2019 and academic year 2019-2020, with the possibility of renewal. The intern can be hired for both the summer and the full academic year or just one of those terms.

**Eligibility**

Washington University undergraduate students who will be continuing their enrollment at least through Fall 2019 are eligible to apply. Applicants must have and maintain a 3.0 minimum GPA. Preference is given to Federal Work Study eligible applicants and those who have experience working with alumni, though all students are welcome and encouraged to apply.
**Remuneration**
$9.00 per hour, paid bi-weekly.

**Application Process**
To apply, please complete an online staff application form, submit a resume, and cover letter. If you have any questions about the position or process to apply, please contact Associate Director/Chief of Staff Shruti Desai at shrutidesai@wustl.edu or 314-935-3943.