Graduate Intern for Marketing and Recruitment
School of Education

Reporting to the Associate Director of Admission, Communication, and Outreach the Graduate Intern will work with members of SOE professional staff and contribute to short-term and long-term goals of increasing enrollment and visibility for all SOE graduate programs and the school at large. The Intern will use his/her experience to help SOE implement programs and manage events for prospective students. Specifically, the Intern will assist with the SOE Ambassador Program, the School of Education Open Houses, Information Meetings, Yield events and grad fairs. Additionally the Intern will oversee and schedule content to social media, regularly posting to Facebook, Twitter, Instagram, and LinkedIn and tracking results with the aim to increase audience members and participation.

Duties & Responsibilities
• Assist in marketing all SOE programs and events
• Event management, oversight and facilitation
• Facilitate and act as main point of contact for SOE Student Ambassadors
• Oversee and schedule social media to increase members and participation
• Contribute to SOE Newsletter
• Collaborate and communicate with SOE departments, faculty and staff
• Other duties as assigned.

Qualifications
• Focused on marketing, recruitment, admissions and enrollment management; concurrent enrollment in a Master’s degree program required.
• Fast-paced, but detailed with a take-charge attitude
• Thoughtful, creative and innovative thinker
• General experience in event planning and management is preferred.
• Experience working in a higher education preferred. Education environment is highly desirable.

Applicant must have a solid understanding of admissions and recruitment, strong administrative skills, and the ability to handle multiple projects simultaneously with accuracy and thoroughness.
Applicant must be able to fulfill evening and weekend duties as assigned. Proficiency with Microsoft Word, Excel, and PowerPoint is required.

Time Commitment and Compensation: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work up to 370 hours per semester at a rate of $20.00 per hour. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester, M-F (some evenings and/or weekends required). 6 tuition remission credits per academic year. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

Hiring Manager: Lisa Klope, Associate Director, Office of Admission, Communication, and Outreach
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