2018 Reunion Internship Job Description & Application

Reunion Interns are vital to the success of both Reunion at Thurtene and Reunion at Commencement. Interns assist the Alumni Relations team in preparation for all events in the week leading up to each Reunion Weekend and have roles and responsibilities throughout each Reunion Weekend.

**Reunion at Thurtene Carnival** – April 13 – 15, 2018  
**Reunion at Commencement** – May 17 – 19, 2018

Students must be full-time undergraduate students, be in good academic and student conduct standing, and be able to make the necessary time commitment.

**RESPONSIBILITIES**

- Attend and participate in intern orientation  
  - Tentative - Friday, April 6 for Reunion at Thurtene  
  - Tentative - Friday, May 11 for Reunion at Commencement
- Assist and be a resource for alumni on campus returning for their reunion
- Assist with event preparation, set-up, and tear-down
- Provide support at reunion events on campus
- Drive golf carts (must have valid driver’s license and pass online golf cart training)
- Running errands on campus and other duties as assigned
- Must have availability the week prior to the Reunion Weekend as well as the entirety of Reunion Weekend

**QUALIFICATIONS**

- Exhibit leadership potential and initiative
- Exhibit strong interpersonal skills and possess the following personal qualities:  
  - Dependable, mature, punctual, organized, approachable, patient, positive, open-minded, and dedicated
- Demonstrate the ability to work in a team environment as well as with a diverse group of people, including staff and alumni
- Possess excellent communication skills, both written and verbal
- Must be able to work in a fast-paced and ever-changing environment
- Have a cumulative GPA of 2.5 or higher
- Be an undergraduate student at Washington University through May 2018
- Be in good standing at the university with regards to discipline history

**BENEFITS & COMPENSATION**

- Hourly wage: $8.00/hr – requires work in the evenings and weekend
- An opportunity to network with alumni and staff
- Work in a team-oriented environment
- Leadership experience and increased knowledge of Washington University and the Alumni Association
- If selected as an intern for Reunion at Commencement and you currently live in Residential Housing, your late stay housing will be paid.
- Lunch provided every day during Reunion weekend and dinner if assigned to evening events.
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First Name: ___________________________ Last Name: ___________________________

Student ID Number: ___________________________ Email: ___________________________

Phone Number: ___________________________ Gender: ___________

Academic Division: ___________________________ Graduation Year: ___________

Major(s): ___________________________ Minor(s): ___________________________ Cumulative GPA: ___________

I’m applying to be an intern for (check all that apply):

☐ Reunion at Thurtene Carnival: April 13 – 15  ☐ Reunion at Commencement: May 17 – 19

Please complete the following essay questions. Please limit your responses to 200 words or less for each question.

1. Why do you want to be a Reunion Intern and what do you wish to gain from this experience?

2. What skills and/or characteristics do you bring to this position that makes you a strong applicant?

3. Please list all your current activities and community involvement or include a resume, if preferred.

4. Please provide one professional/academic reference at Washington University. Include name, title, phone number, and email address for your reference.

Applications are due Friday, March 9, 2018. Please submit your completed application to Kathy Budde, Associate Director, Alumni Relations at kbudde@wustl.edu.
Once your application has been submitted and reviewed, you will be contacted to schedule an interview.