2018 Reunion Internship Job Description & Application

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

**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
  - 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 be available beginning Friday, May 11 through Saturday, May 19

**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 you currently live in Residential Housing, your late stay housing will be paid.
- Lunch and dinner provided every day.
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First Name: ___________________________  Last Name: ___________________________

Campus Box/Off-Campus Address: ________________________________________________

Student ID Number: _________________  Email: ________________________________

Phone Number: ______________________  Gender: ________________

Academic Division: ____________________  Graduation Year: __________

Major (s): ___________________________  Minor(s): ________________  Cumulative GPA: _______

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, April 27. 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.