2019 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 Weekend and have roles and responsibilities throughout Reunion Weekend.

Reunion at Commencement – May 16 – 18, 2019

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

- Must be available the following dates:
  - Friday, May 10 for orientation
  - Monday, May 13 – Saturday, May 18
  - If you are living in ResLife Housing, you must move out by noon on Sunday, May 19.
  - No work obligations on Saturday, May 11 and Sunday, May 12.
- 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

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: $9.50/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 from Monday, May 13 – Saturday, May 18.
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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: ________

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 Monday, April 22 at noon. 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.