

## **Alumni Connection & Engagement Intern**

The Alumni Connection & Engagement Intern is primarily responsible for engagement with UR alumni and current students. This could include running events for alumni, interviewing alumni and students on their current work, or posting regularly on the LinkedIn page to continue encouraging engagement. A big part of this role will be collaborating with other student groups and departments on campus.

**TIME COMMITMENT:** 10 hours per week

### **SPECIFIC DUTIES**

- **40%: Alumni and Student Engagement**
  - Connecting with alumni and students
  - Posting on the sustainability-focused LinkedIn Page
  - Coordinating events
  - Writing stories and conducting interviews on alumni and current students
  - This person should be comfortable leading events. Another student or staff member will be there for support, but this position would be the point person for their events.
- **40%: Promote sustainability events**
  - Market upcoming volunteer opportunities, outings, and other upcoming events
  - Table to raise awareness of offerings
  - Manage events in Eventbrite
  - Partner with other organizations and offices to plan events
  - Help coordinate logistics around annual Office for Sustainability Events (Ecochallenge, RVA Environmental Film Festival, the Sustainability Banquet)
- **10%: Support the Office for Sustainability**
  - Attend weekly group intern meetings and one-on-one check-ins

- **10%: Support communications around sustainable living**
  - Support communications for social media, the Office for Sustainability newsletter, digital flyers, and website.
  - Other duties as assigned.

Starting Rate: \$13.00/hour