Position available: Padnos International Center - Outreach Internship

**Type of Position:** Internship

**Segment of Industry:** Meeting & Event Management

**Position Description:** Gain professional experience in event planning, marketing and project management for the GVSU Padnos International Center.

The Outreach Intern at the Padnos International Center will work closely with the Outreach Coordinator to plan, facilitate and promote events for Grand Valley students, alumni, faculty and community members. The individual will need to be able to work on projects individually and as part of a team. Great communication skills and organization skills are required.

**Qualifications**

**Required Skills:**
- Good communication in person or via email
- Organization skills
- Ability to work alone or in groups
- Good work ethic and ability to track various tasks to completion

**Responsibilities:**
- Event planning
- Marketing and promotion
- Social media
- Fundraising and development
- Research
- Website uploads and changes
- Blogging and writing
- Various outreach document creation and edit current outreach documents

**Salary:** Unpaid

**Number of hours:** 10+ (flexible)

**How to apply:** Email Alissa Lane at laneali@gvsu.edu with "Outreach Assistant 2016" as the subject line.

**Please include:**
1. Resume
2. A brief description of why you would be a good candidate
3. Other relevant examples of your work.

***Be sure to include your Study Abroad or international experience if you have any.

**Application Deadline:** N/A – Open until position is filled.

**Company Information**

**Company Name**
GVSU Padnos International Center
1 Campus Drive, 130 Lake Ontario Hall
Allendale, MI 49401
616.331.3898
Contact: Alissa Lane

Additional information about this position (i.e. application deadline, online application link, etc.)
Students are encouraged to use this internship for academic credit.