

## Alumni Relations Intern



**Reports to:** Alumni Relations

**Semester:** Fall 2018

### **Position Overview:**

The Alumni Relations Intern must be a highly motivated and active member within the organization. He/she will play a vital role in developing and maintaining relationships with the organization's alumni. They will assist the Alumni Relations in administering the Alumni Mentorship Program for its inaugural semester. The Alumni Relations Intern develops and maintains relationships with other officers and members while incorporating professionalism, respect, integrity, and compassion in all they do.

### **Essential Functions:**

- Assist in administering Alumni Mentorship Program
- Help maintain and update the Alumni database
- Communicate with Alumni for events such as socials, career panels, and happy hours
- Promote Alumni events to maximize attendance

### **Requirements:**

- Member of The Finance Association
- Enjoys being social around members and Alumni
- Willingness to step outside comfort zone