UW Career Center at the University of Washington
Winter Quarter 2010 Events Internship

Purpose
The purpose of the Events Internship is to supplement academic learning with practical experience in the areas of event planning, coordination and execution.

Responsibilities
Under the supervision of the Events Coordinator, assist in the coordination and implementation of various special events, including career fairs and other employer events.
Position to include assistance with:
- Event planning, promotion, and on-site execution
- Public relations outreach
- Employer relations programming
- General office duties
- Computer database input/coordination; potential opportunities for management of online job listings system

Desired Qualifications
Current UW student with an interest in communications, event-planning, writing or public relations. Good writing and communications skills.

Compensation/Hours
This an unpaid internship, but we are happy to work with the successful candidate to obtain academic credit. The intern will work a minimum of 10 hours per week.

Supervisor
Emma O’Neill, Events Coordinator

To Apply
Please submit a resume and cover letter through HuskyJobs, to position # 47608 . This position is open until filled, with a preferred start-date of January 6th, 2010.

NOTE: If you need additional information on how to access HuskyJobs, please visit http://careers.washington.edu/huskyjobs