

Alumni Relations Internship

Alumni Relations Office, Institutional Advancement

Description:

The Alumni Relations student intern will assist and work in partnership with Highline College Alumni Relations on the planning and promotion of alumni events, generating content for the website and social media platforms, maintaining alumni records, and completing basic office support functions. Some evening work is required.

Intern duties include:

- Assist with research, data entry and maintenance of alumni contact information.
- Support of alumni events such as the annual Holiday Reception, T-Bird Alumni 10 in 10 Challenge, Retiring Faculty Celebration, among others.
- Develop and promote content for the Alumni Facebook, Instagram and LinkedIn Group.
- Assist with creation of alumni profiles and website content.
- Serve as the liaison between the Associated Students of Highline College (student government) and Alumni Relations.
- Other duties as assigned.

Required skills:

- Microsoft Word, Excel & Outlook
- Facebook, Instagram & LinkedIn
- A desire to learn and grow professionally

Term of Internship:

12-15 hours per week.

Note: This is a paid internship at \$9.47/hr. Alternatively, internship may be used to earn credits to fulfill degree requirements for some programs.

Application process:

Interested applicants should submit a resume and cover letter to Laura Rosa (lrosa@highline.edu).