

Internship Opportunity – summer/early Fall 2009

General Description: Coordinate a reunion of School of Communication students during Homecoming 2009 (Oct 23-24, 2009)

Duties:

- coordinate float in Homecoming parade
 - work with student organization to assure parade entry
 - make sure float is properly signed, etc. (Alums will be responsible for actual float creation)
- coordinate post-parade BBQ at School of Comm
 - coordinate with Sodexo and university administration
- Promote reunion via Facebook and other social networks, and the NAU Alumni Association
- Coordinate design of a brochure, manage mailing, track responses
 - Liaison with printer (possibly an alum)
 - Create spreadsheet to track responses
 - Answer questions of alums who inquire about details
- Coordinate Oct 23 “Conversation” with alums and students. (This will be an open forum to share experiences and opinions about the future of converged media)
 - Communicate expectations to keynote speakers (who are also alums)
 - Reserve room for event
 - Promote event to students, faculty and community
- Serve as point person for the event

This position will report to Steve Saville, Business Development Director for the School of Communication Student Media Center with support from Mark Neumann, Director of the School of Communication and Anne Buzzard, SBS Development Director.

Hours – Promotion of event will begin immediately. Design of brochure will take place Summer Session I; event details will need attention Summer Session II through Homecoming.

Internship credit will be earned.

This is a non-paid position. However, event coordinator will be meeting many successful alumni across the country who are in a position to hire NAU graduates.