

## **Alumni Relations and Development Internship – Northwestern University School of Law**

We are currently seeking applicants for a highly selective, paid internship within Alumni Relations and Development at Northwestern University School of Law. Project scope would include data analysis, event planning, social media, fundraising, and alumni connections. Duties would include assisting in the preparation for Alumni Club events and promoting Alumni Clubs events and news on various social media outlets. Other tasks would include:

- Updating employment info and practice area
- Becoming proficient in all of the functionality within Our Northwestern
- Creating gift tables for all reunion classes for FY14 and FY15
- General administrative and routine office tasks as assigned

The preferred candidate will have the following qualifications:

- Good organizational skills and decision-making ability
- Work well in a team environment
- Strong interpersonal as well as written and verbal communication skills
- Ability to learn and apply technical information in a fast-paced environment
- Experience using social media networks and digital content management systems
- Attention to detail
- Good customer service skills
- This position works with confidential information and will be required to exhibit a high degree of discretion.

Approximately 25 hours per week. Intern will report to Joyce Ahn  
([joyce.ahn@law.northwestern.edu](mailto:joyce.ahn@law.northwestern.edu))