



**University Affairs
Events Intern
Job Description**

OPPORTUNITY & OVERVIEW:

The University of Nebraska seeks a team oriented events intern. Reporting to the Events Associate and Project Manager, the intern will assist with event planning and execution, help staff Presidential events, develop a portfolio of events in which they have been a part of, and gain a broad range of event planning, staffing, and professional interpersonal experience.

ABOUT UNIVERSITY AFFAIRS:

The University Affairs team oversees events, strategic communications and marketing, and state/federal government advocacy for the University of Nebraska system (UNL, UNK, UNO, & UNMC) —supporting the advancement of NU’s reputation statewide, nationally and internationally.

PRIMARY DUTIES & RESPONSIBILITIES:

- Event assistance including: RSVP management, invitation design, periodic assistance with event prep, set up, and tear down, day of event assistance, as schedule permits (football events, various dinners, luncheons, etc.)
- General office duties including: preparation of mailings, database maintenance, answering a multiline telephone, transferring calls, greeting guests, filling in at the reception desk, miscellaneous errands, and other office tasks as assigned.
- Various projects assigned by University Affairs, Office of the President, and other offices of the University of Nebraska Central Administration.

REQUIREMENTS & SKILLS:

- Sophomore, junior or senior student enrolled at University of Nebraska. Students majoring in hospitality, restaurant, and tourism management, public relations, or other relevant fields will be given strong preference.
- Strong interpersonal skills and an ability to work with a wide range of individuals.
- Excellent communication skills.
- Proficiency in basic computer skills, including Microsoft Office, is required.
- Ability to work up to 20 hours a week Monday through Friday at the University of Nebraska system office in Lincoln for at least one academic semester with the opportunity for additional semesters and/or increased hours during summer and/or holiday breaks if both parties agree and intern’s performance is consistently above expectations.
- Willingness to attend University events as needed, including events that occur on evenings and weekends.
- Ability to effectively prioritize one’s time and work on multiple priorities at one time.
- Ability to be flexible in a fast-paced environment.
- Ability to work proactively and independently on projects, producing a timely, accurate, and excellent end product.
- Must possess a valid driver’s license.
- Previous events, database, and/or general office experience is preferred but not required.

HOURS: Monday through Friday.

SALARY: \$13/hour.

Revised 11/28/18

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DURATION OF INTERNSHIP:

The internship is for one academic semester, but may be extended for additional semesters based on consistent above average performance. This will be evaluated four weeks prior to the end of the semester.

APPLICATION PROCEDURE:

Email Katie Mims at kmims@nebraska.edu and attach a cover letter and current resume. If you have questions or need an accommodation in order to apply, please call (402) 472-2111.