

Special Events and Communications Internship – Department of Surgery

Position Description:

The MUSC Department of Surgery is seeking an intern to assist the communications specialist in event planning, writing and designing development materials, writing for the web, updating websites and managing social media accounts. The applicant should have strong writing skills and be familiar with using different types of social media. In addition to social media, the applicant should be familiar with some or all of the following software programs: Microsoft Office and the Adobe Creative Design suite. Experience and/or coursework in communications or event planning preferred.

The internship will be for the Fall 2016 semester, with the possibility to extend for the full academic year. We are seeking an intern for 10-15 hours per week and the schedule is flexible based on academic schedule. This is a great opportunity for anyone planning to begin a career in communications or event planning.

Learning Objectives:

This internship is an unpaid internship providing the opportunity for a student to get hands-on experience with relationship building and community partnerships, as well as a chance to be a part of a distinguished university hospital.

The intern will be given real responsibilities and projects to build their resume.

Our internship program offers you the opportunity to:

- ✓ **Explore Career Opportunities** - you can receive an inside look at your potential career path
- ✓ **Network** - meet a variety of people in your chosen profession through your internship, allowing you to form relationships you can build on in the future
- ✓ **Find Mentors** - certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

Skills:

- Business and Professional Etiquette
- Excellent Writing, Organizational, Computer and Phone Skills
- Initiative

Special Event Duties:

- Event Preparation and Execution
 - The intern will learn to effectively use project management tools to assist in preparation and logistics leading Department of Surgery Fundraising and Departmental events, with such tasks as committee meetings, mailings, phone calls, etc.
 - The intern will collaborate closely with the development team, leveraging social media and marketing skills by assisting with event promotion to build engagement and increase attendance.

The intern will gain hands-on experience working in development, fundraising and management software. Assist with acknowledgement letters, data entry, acquisition of alumni e-mail contact information, entering event participant data in Raiser's Edge and/or Greater Giving, documenting and submitting invoices to accounts payable.

All assignments add value both to our Department and to your development as a professional. Communications, marketing and event planning majors will find this a valuable experience.

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The largest departmental event is the Postgraduate Course in Surgery, a three-day course for Continuing Medical Education credit for Surgeons in North America, hosted in Charleston, SC from April 27-29, 2017. Held in conjunction with the Postgraduate Course in Surgery are two alumni events and a Board meeting.

The largest development event is the annual Living Donor Institute 2nd Chance Golf Invitational, held on Seabrook Island in May, 2017. Other event planning & promotion needs include three alumni receptions held in conjunction with annual meetings around the country. No travel required. Reimbursement provided for any mileage or expenses incurred for local events during the internship.

Please email resume and cover letter to: Lauren Hooker, Communications Specialist, MUSC Department of Surgery:
hooker@musc.edu