

Legacy Internships

Oh-Wood!

2022-2023
Academic Year

2022-2023 Openings By Department

Alumni Relations

Alumni Career & Volunteer Engagement Intern, **pg. 2**

Alumni Engagement, Stewardship & Communications Intern, **pg. 3**

Legacy Intern, Signature Events, **pg. 4**

Annual Giving

Annual Giving Communications Intern, **pg. 5**

Education

Education Department Student Engagement Intern, **pg. 6**

Gift Planning in University Advancement

Lifelong Learning Institute Intern, **pg. 7**

University Advancement

Advancement Operations Digitization Intern, **pg. 8**

Donor Relations Intern, **pg. 9**

University Communications

Digital Content & Social Media Intern, **pg. 10**

Student Motion Graphics/ Animation Intern, **pg. 11**

Alumni Career & Volunteer Engagement Intern

Supervisor: Katie Webster | kpwebste@owu.edu | Director of Alumni & Family Engagement

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Alumni & Family Engagement

Job Description: The intern will work to support programs and activities that fall under the Alumni Career Connection program including but not limited to Alumni Partners, Bishops in the City events, Alumni Business Directory, and Alumni Mentoring programs to engage with students and Alumni. This position also includes marketing material creation, social media posts, tabling, and classroom announcements. Position will collaborate with the Career Connection Office on content development and creation for LinkedIn and other social media platforms and marketing mediums. In addition, the intern will work to support programs and activities that fall under volunteer engagement within the alumni office and support the intentional engagement and stewardship of all alumni and family volunteers.

Qualifications: Strong written and verbal communication skills; marketing and/or creative thinking helpful; ability to work independently and as part of a collaborative team; excellent organization and time management skills; good working knowledge of Microsoft Office applications, Experience/knowledge with social media platforms, especially LinkedIn; ability to work with sensitive information, maintain confidentiality and interact with various types of individuals. Upbeat and motivated attitude and dependability

Examples: Creatively engage students and Alumni on the LinkedIn platform; Post intellectually stimulating articles, photos, and tips on the platform; Create marketing flyers and social media posts. Recruit and interact with alumni partners to gain stories about their professional life after OWU and support alumni partner outreach and communication. Assist in planning alumni career networking events in regional markets.

Applications: All Majors Welcome: This position will offer the unique opportunity to connect with and engage alumni throughout the country and the world in assisting students to network and explore careers.

Unique Responsibilities: Direct opportunity to work with alumni volunteers in a variety of capacities. This position will help to provide interesting career and professional development content to alumni and help create meaningful connection events that promote networking and outreach between alumni and alumni and alumni and students.

Alumni Engagement, Stewardship & Communications Intern

Supervisor: Katie Webster | kpwebste@owu.edu | Director of Alumni & Family Engagement

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Alumni & Family Engagement

Job Description: This position will work to assist the Alumni Engagement Office in growing the engagement of alumni, families, and friends. Specifically, this role will work on activities and programs related to the Alumni Board of Directors, Women of Ohio Wesleyan (WOW) program, volunteer stewardship, and communications/story ideas for alumni and family engagement newsletters.

Qualifications: Strong written and verbal communication skills; marketing and/or creative thinking helpful; ability to work independently and as part of a collaborative team; excellent organization and time management skills; good working knowledge of Microsoft Office applications, CANVA, and/or any other design software; ability to work with sensitive information, maintain confidentiality and interact with various types of individuals.

Examples: Opportunity to help support the Alumni Board of Directors in various programs including the Emerging Leaders program and Alumni Recognition program. Work alongside the director to launch Women of Ohio Wesleyan (WOW) weekend, work with internal/external folks to plan, market, and facilitate weekend program; support other engagement and communications activities within the department including graphic support for events and writing for alumni, family & friends newsletters.

Applications:

- Higher Education Administration
- Alumni Relations / University Advancement
- Volunteer Relations
- Program Coordination / Event Planning

Unique Responsibilities: Direct opportunity to work with alumni committees and leadership and interact with high-level and engaged alumni doing work on behalf of Ohio Wesleyan. Help support and execute successful WOW events and be part of the team helping to engage alumni, students, and the OWU community.

Legacy Intern, Signature Events

Supervisor: Patty Newby | panewby@owu.edu | Associate Director of Signature Events

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Alumni Relations

Job Description: This position will work to assist the Alumni Relations Office in the planning and execution of signature events. This will include (but not be limited to) Homecoming/Family Weekend, Alumni Weekend, and Holiday Parties.

Qualifications:

- Strong written and verbal communications skills
- Ability to work independently
- Excellent organizational and time management skills
- Use creative skills to promote events
- Strong proof-reading and editing skills
- Good working knowledge of Google and Microsoft Office applications, database experience desired
- Ability to work with sensitive information and maintain confidentiality
- Assist with signature events logistics
- Serve as Reunion Weekend Student Ambassador liaison

Examples:

Includes, but is not limited to the following. We will work with the candidate to grow the skillsets they desire, within the scope of the position.

- Promote and administer the BishopBox program
- Event Preparation:

Create informational pieces for signature events, Create and distribute signage, Assemble registration packets, Assemble name tags and note appropriate affiliations, Serve as Reunion Weekend Student Ambassador liaison, Recruit, interview, hire students, and act as liaison during Reunion Weekend, Market holiday events via phone and email, Proof brochures and invitations, Maintain inventory of event items

- Data

Update contact information and track interests for reunion year alumni

Using event management platform, track the progress of registration responses and maintain attendance lists

Applications:

- Higher Education Administration
- Alumni Relations / University Advancement
- Volunteer Relations
- Program Coordination / Event Planning

Unique Responsibilities: This position supports signature events that engage alumni from around the world. Reunion Weekend, Homecoming, and Family Weekend draw large crowds back to campus, and the legacy intern plays a vital role in ensuring the best experience for all.

Annual Giving Communications Intern

Supervisor: Makenna Daniels | mdaniels@owu.edu | Associate Director of Advancement

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Annual Giving

Job Description: The Annual Giving Communications Intern works with the full Annual Giving team to communicate with alumni, families, and friends of OWU. The selected candidate will support the multi-channel communications of the Annual Giving Office, including print, email, and social media, as we engage with, solicit, and thank donors to OWU.

Qualifications:

- Strong writing skills
- Phone etiquette and comfort engaging with new people
- Legible handwriting
- Willingness to promote Ohio Wesleyan University's mission
- Understanding of and respect for confidentiality
- Some interest and/or experience with graphic design preferred

Examples:

- Using an online email platform, develop messaging and layout for emails and e-newsletters
- Generate ideas and draft text/graphics for social media posts related to fundraising initiatives
- Support reunion outreach, including "Throwback Thursday" emails, save-the-date postcards, fundraising letters, and more
- Make thank-you calls, record videos, and write notes to donors
- Record outreach in the alumni records system
- Handle special projects, assist with Annual Giving and Advancement events, and other duties as assigned

Applications:

- Communications and marketing
- Graphic design
- Fundraising

Unique Responsibilities: The Annual Giving Communications Intern has unique access to OWU's alumni, families, and friends and multi-channel communications tools to interact with OWU constituents at both individual and mass communication levels. Text and graphics created for various projects reach a mass audience. The candidate selected will be able to hone messaging skills and support the University's brand across communication channels with the unique purpose of engaging alumni and building affinity for OWU.

Education Department Student Engagement Intern

Supervisor: Michele Nobel | mmnobel@owu.edu | Assistant Professor

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Education

Job Description: This intern will support the education department in developing, planning, and implementing a more cohesive and structured set of events to engage current and prospective students with the education department. This intern would assist with managing social media accounts for the education department, but would also work with education faculty to develop monthly engagement activities that would bring together Education Fellows, Kappa Delta Pi Education Honor Society members, current education students, and prospective OWU/education students. These monthly events seek to provide social, professional, and service opportunities for the students in the department and would create a more cohesive strategy for recruiting and retaining students in education. The department has several annual events (e.g., Ed Fellows Ice Cream Social, mentoring meetings, Student Teaching Celebration) and we would like to create additional opportunities (e.g., Student-Teacher Signing Day). This Student Engagement Intern would assist education faculty and department student organizations to create, develop, and enhance social media platforms, connect with prospective high school and transfer students during admissions events (e.g., scholarship days), and engage in other marketing and recruiting activities that we hope will attract additional students to Ohio Wesleyan and into the department.

Qualifications:

- Strong verbal and written communication skills
- Organized and able to meet deadlines
- Experience with marketing and/or recruitment activities
- Basic knowledge of or experience with project/event management
- Skilled with the use of various social media platforms
- Outgoing and willing to talk with prospective and current students
- Strong independent, self-paced work ethic
- Strong web search/research skills

Examples:

- Planning and implementing a variety of social, service, and professional activities hosted by the education department or one of the education department's student organizations
- Creating and managing content to share on social media platforms to promote the education department/majors/minors and our equity work
- Assisting education faculty with developing prospective student activities targeting high school sophomores/juniors/seniors or even middle school students
- Assisting education faculty with admissions events such as scholarship days in February
- Collaborating with education department student organizations to plan and execute joint events that will promote the department/majors/minors
- Researching marketing/recruitment efforts of competitors through website/social media audits

Applications: Professional skills applicable to any field: Event/Project management, Marketing and recruiting careers, Social media content development and management, Website development, and research

Unique Responsibilities:

- This position offers opportunities to provide guidance and advice in developing a set of annual events that will showcase the education department. The department would like to develop a more robust outreach plan that recruits current OWU students into education and highlights the department for prospective students.
- This intern would have the opportunity to work collaboratively with faculty and student organizations to create new activities and experiences for the department. Because our Education Fellows are with us for 4 years, we need help from the intern to create new opportunities to minimize the number of repeat events.
- This position has some flexibility for completing your 6 hours/week, which means you can tailor this position around classes or commitments. Your supervisor will work with you to determine your schedule either weekly or for a semester at a time.

Lifelong Learning Institute Intern

Supervisor: Debbie Lewis | dslewis@owu.edu | Administrative Assistant for Gift Planning

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: Gift Planning in University Advancement

Job Description: Seeking an intern to help develop and execute the current term of the Lifelong Learning Institute at Ohio Wesleyan. The LLI offers 6-week non-credit courses for adults age 55+, taught by volunteer presenters on topics from film studies to Delaware history and more.

Qualifications: Seeking a positive attitude, solid customer service skills, and a willingness to learn new things and work with new people.

Examples: The intern will assist with facilitating courses, developing and executing a marketing plan, budget management, and customer service tasks.

Applications: All majors are welcome. Those interested in education, non-profit work, event planning, or marketing may be especially interested in this opportunity.

Unique Responsibilities: This position offers an opportunity to help implement the Lifelong Learning Institute program at Ohio Wesleyan. You will gain experience in logistics, planning, and customer service supporting our lifelong learners and this exciting program.

Advancement Operations Digitization Intern

Supervisor: Joni Garloch | jlgarloc@owu.edu | Constituent Record Coordinator

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: University Advancement

Job Description: This is a rare opportunity for a student to further develop their leadership/entrepreneurial skills. Primarily because the student will have input in the creation and implementation of a complete project unlike a work-study student who is assigned a specific task when they report for work

Qualifications: Critical thinking skills; attention to detail; ability to take ownership of the project and bring it to completion; ability to work independently and with a team member

Examples: In the digitization role, the student will be working with an Advancement Operations staff member to:

1. Review and evaluate the “Records Retention Policy” for Advancement Operations paper files. And determine how to implement or update the process.
2. Create a workflow plan for digitizing OWU’s paper files – to meet the deadline – identify any problems that would prevent the process from being implemented – and offer viable solutions for overcoming those problems
3. Determine the most efficient, consistent, and effective method for reviewing paper files and identify what resources are needed to implement the plan
4. Create scanning guidelines – (i.e. naming conventions and searchability; document resolution; sensitive or personal info guidelines)
5. Put into place (and test) method for quickly scanning large quantities of paper files
6. Create a workflow plan to ensure scanned data is attached to the correct individual

Applications: Business Administration; Communication; Computer Science; Classics; English; History

Unique Responsibilities: This position is an opportunity for a student to further develop their leadership/entrepreneurial skills. Primarily because the student will have input in the creation and implementation of a complete project unlike a work-study student who is assigned a specific task when they report for work

Donor Relations Intern

Supervisor: Maureen Reese | mereese@owu.edu | Associate Director, Donor Relations

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: University Advancement

Job Description: Do you want to learn about event planning? Interested in writing & creating materials for alumni & donors? Don't want to do the same thing every time you go to work? OWU's Donor Relations staff is responsible for events, research, correspondence, reporting, and more. We consider student interns part of our team and we look to provide you with an array of experiences. You will learn about the operation of all of the offices in University Advancement: Donor Relations, Alumni Relations, Annual Giving, Major Gifts, Career Connection, and Advancement Operations.

Qualifications: Strong writing skills; Strong computer skills - MS Office, Google Forms and Canva helpful; mature and able to interact with alumni in a professional manner; Willingness to learn new computer skills (Raiser's Edge, Campaign Monitor - we will teach them to you!); Willingness to meet new people, especially alumni and OWU staff

Examples: Create event marketing materials; create and be the signator for the annual stewardship piece for legacy funds; help prep for and staff events (We Are OWU, Donors & Scholars Brunch, Countdown to Commencement, dedications, etc.); execute annual scholarship thank you email campaign; Draft text for endowment reports; research donor information using our database, University Archives, OWU yearbooks, etc.; event venue walk-throughs and planning; perform benchmarking research with peer institutions; yes, there will be some filing/scanning; drop off/pick up materials from the President's Office, Duplicating, mailroom, and University Archives.

Applications: Non-Profit Management, Fundraising, Event Planning, Marketing, Public Relations

Unique Responsibilities: Work with confidential donor information; the opportunity to network with OWU alumni; interact with University Officers and staff; we will teach you our database software "Raiser's Edge" which is widely used by many non-profits and universities; we strongly encourage our interns to take full advantage of the event & programs offered by the Career Connection Office – resume & cover letter writing, researching summer internships, job search skills, etc.

Digital Content & Social Media Intern

Supervisor: Lindsay Mauter | lamauter@owu.edu | Director of Admission Communications

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: University Communications

Job Description: Description of Internship: The Digital Content Intern will collaborate in a creative team environment to share the OWU story with external and internal audiences using the OWU website [owu.edu] as well as our ever-evolving social media tools. The ideal candidate will have demonstrable writing and editing skills, with an interest in web content writing, as well as experience using social media platforms including Facebook, Twitter, and Instagram. Duties may include auditing owu.edu web pages for content quality/accuracy; writing new content for the web; building new pages and features using the BigTree content management system; evaluating user experience, and implementing new photography and video onto the website; monitoring social media; formulating ideas for outreach, and coordinating students to be used for social media videos.

Qualifications: The ideal candidate will have an interest in website content development, as well as a demonstrable interest in writing for the web. Knowledge of BigTree or any content management system is helpful, though the training is available. Basic social media language is required, and a strong knowledge of spelling and grammar is preferred. Interest in photography and videography is a plus. The intern will be trained in both the website content management system (CMS) and Hootsuite social listening software.

Examples:

- Reviewing and updating both written content and visuals on existing web pages.
- Creating wireframes or mock designs of new pages, including strategizing navigation structure.
- Creating and updating web pages to share OWU Connection experiences online.
- Attending OWU events and sending phone photos/videos for the Instagram story.
- Proofreading and fact-checking information prior to social postings.
- Organizing students for social media videos.
- Finding stories and creating concepts for social media videos.

Applications: This internship will be beneficial for anyone interested in a communications field, from journalism to digital design and content development to social media marketing. The intern will gain valuable writing, editing, website, and social media experience. The student will complete the internship with a digital portfolio of work.

Unique Responsibilities: This position will result in the development of career-ready skills in the digital design field, including pieces for an electronic portfolio.

Student Motion Graphics/ Animation Intern

Supervisor: Sara Stuntz | shstuntz@owu.edu | Creative Lead

Hours: 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

Department: University Communications

Job Description: The Student Motion Graphics/Animation Intern will complete motion graphic assignments to enhance communication efforts and/or stand-alone digital projects. The candidate will gain real work experience seeing a job from conception to completion, preparing storyboards, working with different departments/clients, and further developing their skills. Candidate will learn different techniques within Adobe Creative Suite and may have the opportunity to experiment with additional industry software. The intern will function as a creative team member within University Communications, under the supervision of the Creative Lead. Guidance on art direction and Ohio Wesleyan brand guidelines will be provided.

Qualifications: The ideal candidate will be creative and have demonstrable skills in Illustrator and Photoshop, and be able to take a two-dimensional idea/story and enhance it with motion. Applicant should provide links to samples of work and list any relevant software experience, relevant coursework, and/or related employment. Video editing is a plus.

Examples:

Motion graphics will be created for the following:

- Digital ads
- Social media graphics
- Presentations
- Video
- Web

Applications: This position is ideal for any student with a career interest in motion graphics/animation as it relates to the marketing, advertising, entertainment, tv, and/or higher-ed industry. The student will experience a combination of individual and team projects, completing the internship with a portfolio of work and knowledge of pre-press production and project workflow.

Unique Responsibilities: The student will obtain marketable experience in producing motion graphics for a variety of purposes while adhering to University brand standards. The student will leave the internship with a portfolio of work to aid in their overall job readiness. Additionally, the internship will provide the student with an opportunity to collaborate with writers, editors, designers, art director, and a project manager, mirroring a real-world creative team environment/structure.