Our innovative and growing company is looking to fill the role of management intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for management intern

- Develops curriculum and learning outcomes in supported programs and delivers workshops, activities and classes to meet outcomes
- Assists with hiring, training, and supervising peer staff for outreach programs
- Performs tasks involved with event planning such as catering, room reservations, parking
- Assists in tracking, analysis and reporting of success outcomes related to programming
- Conducts independent qualitative and quantitative research on supported programs
- Serves on planning committees and works independently
- Coordinate student organization management and student leadership workshops
- Serve as a consultant to student organizations in support of their organizational and program development and implementation
- Coordinate and implement a series of officer and advisor training opportunities including, but not limited to, affiliation and OrgSync development
- Create and implement effective social media and marketing strategies that are in line with university guidelines, to raise awareness of student activities and opportunities for engagement

Qualifications for management intern

- Advise Program and Activities Board (PAB) to support student driven programming for the campus community
- Recruit, appoint, train, and advise para-professional student leaders
- Collaborate with university partners on the creation, implementation and evaluation of leadership and involvement recognition programs
- Advise staff and students on University, campus, and city policies and ordinances
- Assess and manage risks associated with activities/programs to ensure safe experiences that are in compliance with university policies
- Collaborate with campus, university, and community partners to implement student activities