



Example of Management Intern Job Description

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Our company is growing rapidly and 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

- Share on-site supervision of evening and weekend events when appropriate
- Keep abreast of developments in the profession and engage in continuous professional development
- Serve on various campus and university committees
- Attend seminars, workshops and conferences related to position
- Serve as a representative of the University at state, regional, and national organizations and university committees
- Serve on campus or university-wide committees that enhance the student experience
- Staffing the Admission Services Welcome Center lobby to include
- START and Devils' Advocates
- Assist with implementation and evaluation of campus visitation programs and events for prospective freshman, transfer and international students and their families
- Coordinate logistics, scheduling, and staffing needs

Qualifications for management intern

- Maintain and administer databases relied upon to create a successful campus visit or event
- Quality assurance checks involving post-event attendance reports
- Develop, supervise and evaluate intramural and kids camp program and

- Develop a comprehensive calendar of intramural sports, trainings and programs
- Hire, train, schedule and evaluate Sun Devil Fitness (SDFC) student staff members
- Develop staff training and general continuing development plans for SDFC student staff members