



Position: Graduate Intern

Position Description:

- Assist the Director of MBA Alumni Relations with the management of 6 Career Affinity Groups, including staffing volunteer committee meetings and facilitating program implementation.
- Assume responsibility for managing one Career Affinity Groups, including monthly committee meetings, subcommittee work, and program delivery and assessment. Responsible for outreaching to alumni in an effort to increase number of volunteers involved in the group's Executive Committee.
- Assist with the implementation of Babson Traditions, the College's student /alumni engagement strategy. Direct the implementation of one graduate tradition. Assist with marketing Babson Traditions to students and recruiting alumni to participate in Traditions events.
- Maintain web pages, including management of online forms and dissemination of relevant information about groups and their events to listservs.
- Assist with event logistics, including marketing, registration, and staffing as needed.
- Assist the Director, Reunion & Class programs with volunteer outreach for upcoming/next cycle of reunion classes at both the Graduate and Undergraduate level.
- Manage recruitment and staffing for annual Homecoming and Reunion program. Staff pattern includes campus volunteers, alumni volunteers, and student staff.
- Assist with the execution of Back to Babson sampler.
- Update and maintain class pages for next reunion class cycle.
- Assume responsibility for logistics, in coordination of overall event plan, of corresponding Career Affinity Group program, based on assignment above, to be executed at Back to Babson weekend.

This is a 10 – 12 hour per week position and requires some early morning and evening work.

Qualifications:

- Enrollment in a master's degree program in Higher Education Administration, Student Personnel Management or related field
- Volunteer experience or previous experience in volunteer management and event planning is preferred
- Ability to work in fast paced, deadline driven environment.
- Strong interpersonal skills
- Strong organizational and project management skills
- Ability to work independently and as a member of a team
- Strong computer skills

To Apply:

Submit a letter of interest (with reference to Graduate Internship) and resume to:

Babson College
Office of Alumni Relations
231 Forest Street
Babson Park, MA 02457