



Part-time student position: Event Intern

Advertising summary

The UF/IFAS Dean for Research is seeking a highly motivated individual to provide event planning and management support to the Research Dean's Office. This part-time, paid internship will provide an undergraduate College of Agricultural and Life Sciences student with practical event experience. The selected student will enhance their skills in event management, from the planning stage to post-event debrief.

Description

The UF/IFAS Dean for Research is hiring a student Event Intern starting fall 2024 to assist in conceptualization, planning, and execution of events. The enthusiastic and proactive student will support and collaborate with many members of the team.

This position provides support to the Administrative Specialist III in the following areas:

- Aid in the planning and organization of events, workshops, and webinars. Coordinate with team members and external partners to ensure smooth event execution.
- Assist team members in all aspects of event programming including but not limited to idea development, budgeting, planning, advertising, program implementation and program evaluation.
- Assist in responding to inquiries and questions from potential event attendees or partners promptly. Maintain clear and professional communication with stakeholders throughout the outreach and planning process.
- Collaborate with team members to plan strategies to connect with target audience.
- Creation of event templates and event procedures manual.
- Assistance with special projects.

Requirements:

- At least sophomore standing in a College of Agricultural and Life Sciences major or minor
- Excellent written and verbal communication
- Professionalism and a willingness to learn

Preferred Qualifications:

- Experience with event planning and management
- Interest in building positive relationships with people in the department and UF/IFAS
- Ability to demonstrate an eye for detail and accuracy

This position is 10 hours a week for at least one semester, but up to two. Working hours are flexible. The candidate must be located on main campus and be available to work in the office at least five hours a week. Compensation is \$15.25 per hour.

For questions about this position, please email Kristin Knopf (k.knopf@ufl.edu). To apply, please fill out the form at the following link and include your resume and cover letter.

Applications are due 11:59 PM Monday, August 19th.

Link: <https://forms.office.com/Pages/ResponsePage.aspx?id=-KBNDTFKdk2s5gpiMx4bhCHiTeCCjytFvJT2QEflW6JUM0lyNIZZWEhQNTIURUJZTkVZWFdMNVVVNy4u>