Student Intern, Development and Communications
Haas Center for Public Service
2017-18

Hours: Up to 6-8 hours/week during academic year.

Reports to: Angela Legg, Director of Stewardship and Annual Giving

Context: The Haas Center Development and Communications Team leads the center’s communication, external relations, student outreach, and alumni relations as well as raising funds for the center’s programs. Work closely with the development team and pick up related experience that crosses over into development and outreach.

Internship Responsibilities

The Student Assistant supports the team by:

- Supporting a busy schedule of stewardship reporting for all of the Haas Center’s programs including working on large mailings and high touch projects for the Center’s donors.
- Assisting in event planning and preparation for events including National Advisory Board hosted fundraising dinner event, Cardinal Service monthly tours, and events with Distinguished Visitor Ted Koppel.
- Learning first-hand about the philanthropic development work at Stanford.
- Working with data to coordinate and organize projects with accuracy.
- Helping to represent the Haas Center and being a liaison to other Stanford offices.
- Gain strong team work and project management skills by working on diverse projects in a fast paced team.
- Providing feedback and student perspective during planning and execution of program activities.
- Running campus errands and assisting with overall work of the office with independence and good judgement.

Qualifications

Ideal candidates for this job are:

- Accurate and detail-oriented and interested in professional marketing and communications.
- Knowledgeable about the Haas Center’s work.
- Strong written and verbal communication skills.
- Comfortable exercising independent judgment and thinking critically.
- Ready to dive in and contribute their positive energy, can-do attitude and talents.
- Experience in Microsoft Word, Excel, PowerPoint and
- Experience working in photo editing software
- Must be self-motivated and have the ability to work well in teams and individually.

To Apply: Please email a resume with information about why you interested in this position to alegg@stanford.edu