Student Intern, Development and Communications  
Haas Center for Public Service  
2019-20

Hours: Up to 5-7 hours/week during academic year.

Reports to: Shruthi Worton-Cross, Director of Stewardship and Annual Giving

Context: The Haas Center Communications, Development, and Outreach and Engagement Team leads the center’s communication, external relations, student outreach, and alumni relations as well as raising funds for the center’s programs. This position allows a student to work closely with the development team and pick up related experience that crosses over into the other elements.

Internship Responsibilities

The Student Assistant supports the team by:

- Tracking and recording engagement of stakeholders in our work.
- Supporting stewardship reporting to donors for all of the Haas Center’s programs including writing thank you cards, and working on large mailings and high touch projects.
- Assisting in event planning and preparation for events including National Advisory Board hosted dinner event, Cardinal Service tours, and Distinguished Visitor reception.
- Working with data to coordinate and organize projects with accuracy.
- Working on diverse projects such as StanfordVotes in a fast-paced team.
- Providing feedback and student perspective during planning and execution of activities.
- Running campus errands and assisting with overall work of the office with independence and good judgement.
- Helping to represent the Haas Center and being a liaison to other Stanford offices.

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 positive energy, can-do attitude and talents.
- Experience in Microsoft Word, Excel, PowerPoint and possibly design software.
- Experience working in photo editing software
- 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 megan.fogarty@stanford.edu