Programming Internship

The Student Activities Office is looking for a student to plan, implement and evaluate Family Weekend.

Internship Responsibilities:

- Family Weekend:
  - Plan, implement and assess Family Weekend (September 2014)
    - Maintain Family Weekend database/RSVPs
    - Create schedule and new programs for Family Weekend 2014
    - Work with CSU, Alumni Relations and other campus partners to host events
    - Design all family weekend promotional and family materials
      - Tickets, mailer, registration form, website information, signs and banners

Qualifications:

- Student must currently have and maintain a 2.5 Q.P.A.
- Student must live in the Omaha area in June, July and August
- Student must attend all Family Weekend events

Hours and Commitment:

- 6-18 office hours a week from March 2014 to October 2014 (Will be paid hourly at normal student employee rate)
- Attend weekly meetings with advisor
- Have the opportunity to assist in other areas of Student Activities
- Create portfolio/transition binder for each focus area

To Apply: Fill out the application, attach your resume and turn into the Student Activities Office (Skutt Student Center 110) or e-mail your materials to Margaret Zimmer at margaretzimmer@creighton.edu by Friday February 21, 2014. For help creating a resume please contact the Career Center at 402.280.2722.
Programming Internship Application

**General Information**

Name _________________________________________________________________

Current Address _______________________________________________________

Current Phone Number ____________________________________

Email Address _________________________________________________________

Net ID __________________________________________________________________

On a separate sheet of paper please answer the following questions:

1. Why are you interested in working with Family Weekend?
2. What prior experience do you have in regards to event planning?
3. How do you effectively manage your time?
4. What are your greatest strengths and what are your greatest challenges?

Understanding that I have freely chosen to affiliate with an internship experience at Creighton University and in the Student Activities Office that has specific standards for my participation outlined in the Statement of Commitment that I have read and agreed to, I ____________________________, give my permission for the release of judicial records (incident reports and results of any hearing) and my grades (QPA) to the Assistant Director of Student Activities. Information included in such records will remain confidential with the Assistant Director.

__________________________________________    __________________________________
Signature of Student                               Date