

Fieldwork Opportunity at University of Redlands Development Office

Description of Internship (duties and responsibilities):

Intern will be allowed full access to job-shadow AVP and other members of University Development team to learn about the world of higher education philanthropy and fundraising. Attend all team meetings and when appropriate, shadow members of Development team on external visits with alumni, parents and friends of the University.

In addition, intern will be asked to weigh in on projects as appropriate, including but not limited to writing, project management, market research, demographic information searches and other duties as appropriate.

Intern Qualifications:

Open to any student enrolled in the program, can modify internship based on skill level, experience and interest.

Assignment Start Date:

Flexible

Assignment End Date:

Flexible

Is the Site Flexible with Schedule?

Yes

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

No

Number of Openings:

Flexible based on demand

How to Apply:

Send resume and cover note to Ray Watts explaining what the intern hopes to get out of the time with the Development team and how this will help them in their career ahead.

Additional Information:

<http://www.redlands.edu/giving/>