

PURPOSE:	Alumnae Experience Intern
RESPONSIBILITIES:	The Alumnae Experience Intern will have the opportunity to build a foundation for a career in higher education, nonprofit management and business. He or she will assist with providing support to over 215, 000 alumna members of Kappa Kappa Gamma. This position will provide firsthand experience on strategic planning, data analysis, database systems and relationship building.
CLASSIFICATION:	Full-time
DEPARTMENT(S):	Alumnae Experience
REPORTS TO:	Director of Alumnae Experience
QUALIFICATIONS AND SKILLS:	The candidate should currently be pursuing a bachelor's or master's degree. It is recommended that he or she have a GPA of 3.0 or above on a 4.0 scale. He or she should have strong communication and relationship-building skills as well as an established work ethic and ambition. The candidate should value collaboration and teamwork and be process- and result-orientated.
<b>DUTIES DESCRIPTION</b>	
<p>Assist the alumna experience team with projects related to volunteer management, alumna association training and development, engagement efforts, and data analysis.</p> <p>Assist with database cleanup efforts surrounding volunteers.</p> <p>Increase the awareness about the historic significance of Kappa Kappa Gamma throughout a member's lifetime.</p> <p>Create virtual and hard copy training guides for advisers, alumnae association officers, and House Boards.</p> <p>Provide excellent customer service to alumnae who contact Kappa Kappa Gamma Headquarters.</p> <p>Gain experience working with strategic planning and a large constituent base.</p> <p>Assist with data analysis and future engagement planning.</p> <p>Collaborate with volunteers regarding Alumna Initiation and other initiatives.</p>	