

**Bethel University**  
**Office of Conference and Event Services**  
**Fall or Spring Semester Student Internship**

The Office of Conference and Event Services is seeking a motivated, organized Bethel University student to serve in an unpaid internship position for fall semester or spring semester.

**Specifications**

- This is an unpaid academic internship designed to fulfill a degree requirement.
- **Applications are due by August 15 (for fall) and before December finals (for spring).**
- Internship length is 13 weeks and includes winter or spring commencement.
- Involvement in commencement (right after finals week) is required.
- Time commitment is 10-14 hours/week, depending on credit load:  
For a 3-credit internship, this is 135 hours total for an average of 10 hours/week.  
For a 4-credit internship, this is 180 hours total for an average of 14 hours/week.
- Hours are mostly business day hours with some evening and weekend hours.
- Location is CLC121, the Office of Conference and Event Services (near Box Office).

**Description and Outcomes**

The intern will work closely with Amanda Thompson, Senior Event Specialist, and Jan Jessup, Manager of Conference and Event Services. The intern will be responsible for a broad array of tasks and assignments related to campus events and event planning processes. At the conclusion of the internship, the intern will have:

- Participated in the planning process for large and small campus events
- Observed and assisted event staff during campus events
- Observed typical decisions and challenges inherent in event scenarios and participated in decision-making and problem-solving processes
- Worked with campus event stakeholders as well as staff from supporting offices
- Learned about event planning timelines and details
- Learned about communication formats for promoting events
- Learned how to communicate event details to stakeholders, guests, and support partners
- Received mentoring by Conference and Event Services staff
- Improved in these skill areas: event planning, time management, organization, problem solving, decision making

**Candidate Qualifications and Application**

Candidates who have the following aptitudes are encouraged to apply. Candidates must:

- Be prompt and dependable
- Be organized and give strong attention to detail
- Have solid time-management skills and a good command of their calendar
- Be a self-starter with personal initiative and follow-through
- Have good interpersonal and written communication skills; it is critical that the candidate be comfortable making phone calls, answering the phone, meeting new people, asking questions, and composing emails
- Have a mature and positive attitude
- Have a basic proficiency with Microsoft Excel, Microsoft Word, Google Calendar, Google Docs, and Google Drive
- Be able to set aside and ignore their mobile device during internship hours

An application form is available [online](#). Qualifying applicants will be contacted for an interview.