

Bethel University
Office of Conference and Event Services
Summer 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 the summer.

Specifications

- This is an unpaid academic internship designed to fulfill a degree requirement.
- **Applications are due by the start of spring break.**
- Internship length is 12 weeks (spring commencement through the beginning of August).
- Involvement in commencement (right after finals week) is required.
- Time commitment is 11-15 hours/week depending on credit load:
For a 3-credit internship, this is 135 hours total for an average of 11 hours/week.
For a 4-credit internship, this is 180 hours total for an average of 15 hours/week.
- Hours are mostly business day hours with some evening and weekend hours.
- Location is CC121, the Conference and Event Services Office (near Ticket Office).

Description and Outcomes

The intern will work closely with Amanda Thompson, Senior Event Specialist, and Andrea Hendricks, Assistant Director of Conference and Event Services. The intern will be responsible for a broad array of tasks and assignments related to summer rental events and rental client services. At the conclusion of the internship, the intern will have:

- Participated in the planning process for hosting large and small rental groups on campus
- Worked directly with rental clients, guests, housing staff, and other supporting offices
- Learned how to communicate event details to clients, guests, and campus event partners
- Assisted the summer event team in preparing guest keys, name tags, and other materials
- Assisted the summer event team with guest check-in and check-out procedures
- Observed typical decisions and challenges inherent in event scenarios and participated in these decision-making and problem-solving processes
- 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.