

University of Virginia Alumni Association

JOB DESCRIPTION

Job Title: Serpentine Society Intern

Full-time/Part-time: Part-Time (10-15 hours/week), September - May

FLSA Status: Nonexempt

Supervisor: Director, Alumni Interest Groups (AIG)

Date Prepared: September 25, 2017

GENERAL SUMMARY:

Performs administrative and event planning tasks to assist the Serpentine Society; and provides assistance to AIG staff in specified capacities. Specific tasks include Serpentine Society scholarship administration, coordinating Serpentine Society's programming, collaborating with Serpentine Society Board members on Society initiatives, connecting the Society with current UVA students, and attending LGBTQ/diversity events and meetings on UVA Grounds.

The Serpentine Society:

The Society is an inclusive alumni/ae organization dedicated to reaching out to and advocating for all lesbian, gay, bisexual, transgender, and queer (LGBTQ) UVA alumni/ae, faculty, and students by connecting to each other and to the University. The group's mission is to provide educational, charitable, and social welfare services for, on behalf of, and in furtherance of the interests of the University of Virginia and its LGBTQ alumni, students, faculty, and staff.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **Event coordination and planning.** Responsible for assisting with planning and executing the logistics for the annual Serpentine Society Fall Weekend and Gala including: assisting with design of promotional (print and digital) materials for the event, coordinating communications including managing the invitation process, serving as the point of contact for invitees and award winners, monitoring the rsvp's and other duties associated with the event. The intern will also be responsible for monitoring budgets associated with the event.
- **Serves as liaison** between the UVA Alumni Association, the Serpentine Society, and the UVA student population. Attends events and meetings around UVA Grounds on behalf of the Serpentine Society.

- **Assists with the administration of scholarships and grants.**
Responsibilities include posting applications online, advertising opportunities to the UVA student population, and coordinating with board members to collect applications and notify winners.
- **Assist the board of directors.** Responsibilities include consistently being proactive with the board to ensure programming is executed in a timely manner, and following up with feedback to board members on Serpentine Society events and programming.
- **Miscellaneous duties.**

EDUCATION:

- Bachelor's degree or anticipated degree from UVA.

EXPERIENCE:

- One to two years experience in an administrative capacity using the Internet and Windows applications is required.
- Experience in a position that interacts frequently with the Society's constituents preferred.

SKILLS/CERTIFICATIONS:

- Proficiency and/or experience using Microsoft Office.
- Internet knowledge and proficiency utilizing the Internet for research is required.
- Working knowledge of Adobe Creative Suite preferred.

SUPERVISION:

Incumbent coordinates the work of various vendors for services associated with Serpentine Society programming.

ABILITIES:

1. Above average customer services skills as the position requires frequent interaction with a variety of individuals, internal and external.
2. Incumbent must be detail-oriented.
3. Incumbent must demonstrate a positive attitude.
4. Incumbent must be able to manage multiple tasks and prioritize, particularly when deadlines are approaching.
5. Incumbent must be able to take initiative, be resourceful and be able to work with minimal supervision.
6. Must be articulate and possess a professional demeanor.
7. Experience proofreading a plus.
8. The incumbent should be flexible, creative and be able to shift direction several times per day without becoming frustrated or overwhelmed.

CONTACTS:

1. UVA Alumni/Staff/Students.
2. Serpentine Society Board Members.
3. UVA Alumni Association staff.
4. Moderate contact with outside agencies, including printers, vendors, and local merchants.

ENVIRONMENTAL/WORKING CONDITIONS:

Work in a fast-paced office environment. A small amount of physical activity is required. This includes assisting with the set-up for events and moving or carrying boxes of supplies to different areas of the building.

OTHER:

Must have the capability to quickly learn and digest new information and apply it to whatever duties may arise, as needed, in an ever-changing environment.

For more information about the Serpentine society, please visit <https://aig.alumni.virginia.edu/serpentine/>.

Interested candidates should send a resume, a cover letter, and contact information for one (1) academic or professional reference to: tlr2x@virginia.edu