



Lake Superior College
FOUNDATION

Internship Opportunity

Job Description: Successful candidates will enjoy working in a fast paced professional environment and networking with college, city and business community representatives. We will provide interns with several professional development opportunities, help cultivate their networking skills and allow them the freedom to direct one project with supervision. Preference will be given to candidates who have skills in office work and an interest in special events planning.

Interns will assist the alumni director with daily office functions including: communications, updating databases and managing web-pages, coordinate our fall Online Auction activities assisted by work study students, and help prepare for all Foundation special events, such as the Annual Golf Outing fundraiser.

Requirements: Candidate must have the ability to maintain confidentiality. He/she should have experience in Microsoft Office Suite applications, specifically Word, Excel, and Access. The candidate must be comfortable learning new skills. Our intern must be able to provide a semester long schedule of his/her availability in advance. We need between 10 and 15 hours of service each week.

Interns are covered under the LSC Volunteer Policy 4.01 for purposes of liability and worker's compensation, and as such are considered volunteers in terms of remuneration. The college will work with internship coordinators or other institution representatives to ensure the intern receives appropriate documentation and evaluation for purposes of establishing credits earned.

Resume or CV due by July 1, 2009
Attn: Celeste Zuniga
Lake Superior College Foundation
2101 Trinity Road
Duluth, MN 55811