Job Description – Intern, Engineering and Computer Science

Department:	**Engineering and Computer Science**	**Reports to:**	**Senior Associate, Engineering and Computer Science**

Position Summary

The Intern will assist in the planning and implementation of all the events organized by Engineering and Computer Science as well as a variety of administrative tasks of the office.

Responsibilities

- Event planning including preparing communication materials, proof-reading, coordinating travel, etc.
- Event promotion including maintaining and updating website, making posters, tracking RSVPs, etc.
- On-site event support including setting up event spaces, managing registration, receiving speakers/guests, etc.
- General administrative support as assigned.

Qualification

- **Required Education**

  Bachelor's degree. Master's Degree preferred.

- **Required Experience**

  Experience in event management or office administration preferred.

- **Required Knowledge, Skills, and Abilities**

  - Commitment to at least 2 days per week.
  - Excellent command of both spoken and written English.
  - Computer literacy, relating to Microsoft Word, Excel, Adobe, etc.
  - Ability to learn quickly, be adaptable, flexible and creative.
  - Excellent interpersonal and organizational skills
  - Attention to details and service oriented.
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