



### University Relations Internship Job Description (PART-TIME)

Golden Key International Honour Society is an academic honor society that recognizes and encourages scholastic achievement and excellence among college and university students from all academic disciplines. Golden Key has emerged as one of the most dynamic, forward-thinking organizations in higher education. Committed to an ethos of recognizing academic achievement and encouraging altruistic service, the Society's on-campus presence has reached over 400 chapters at college and universities worldwide.

#### **Position Summary:**

The University Relations Intern will assist the University Relations team in managing database entry for new officers, advisors, and Honorary Members during the Spring 2014 semester. The intern will be responsible for additional data entry projects during this time.

#### **Duties and Responsibilities:**

- Manage Leader Profile Inbox by entering in advisor, officer, and Honorary Member profile forms into Customer Relationship Management (CRM) System.
- Update Customer Relationship Management System (CRM) with annual chapter Honorary Member Updates.
- Ensure Honorary Member Certificate requests are made to Fulfillment Manager prior to New Member Recognition Events.
- Assist with the Chapter Good News Letter for distribution to university officials.
- Assist with collecting non-GK related chapter awards from each Associate Director for Board of Directors book.
- Compile Excel documents from Associate Directors for review by Director of University Relations.
- Serve as note taker for monthly University Relations team meetings and Regional Advisor Calls.
- Update chapter specific information in CRM to reflect on website.
- Other responsibilities, as assigned.

#### **Skills and Experience:**

- Golden Key member, preferred.
- Individual must be currently enrolled at an Atlanta area college or university.
- Excellent written, oral and interpersonal communication skills are necessary.
- Detail orientation and organizational skills are a must.
- Ability to effectively and efficiently handle multiple and diverse projects.
- Must be self-motivated and willing to assume responsibility for duties without constant supervision.
- Proficiency in Microsoft Office in the Windows environment.
- Job location is Atlanta, GA.

#### **Compensation:**

Paid position. 20 hours per week, maximum. 13 weeks maximum.

**How to Apply:** To apply for this position please email your resume to Melissa Decell, Associate Director, US University Relations, at [mdecell@goldenkey.org](mailto:mdecell@goldenkey.org).