



Assistant to the President - Summer 2022 Internship

Employment Status: Part time, 30-35 hours per week, with the option to work full time (if desired)

Pay Range: \$750-1000/per week

VCFA is looking for an interim Assistant to the president while the search for a permanent candidate takes place between Summer-Fall 2022. The Office of the President has developed a paid summer internship to provide a student or recent grad with an enriching learning opportunity to support a relationship-driven center of graduate arts education. This position will require 30-35 hours per week with the option to work full time (if desired), providing ample flexibility for the intern to apply and interview for other opportunities and long-term positions. Interested applications from all academic disciplines are welcome to apply, and candidates from arts and education focused fields strongly encouraged.

JOB SUMMARY:

The Assistant to the President Intern reports directly to the President and works closely with executive leadership to support a dynamic fast pace team. The intern will support written communications for the Office of the President, including emails, community communications, meeting agendas and minutes, feedback surveys, and other materials. This position will be responsible for regularly maintaining calendars and electronic files for the President, and Executive Staff on occasion. This responsibility involves coordinating scheduling with both internal and external college stakeholders to arrange Zoom meetings, phone calls, and in-person gatherings on and off campus.

This position additionally supports the Office of Institutional Advancement with projects related to major gifts and fundraising, tracking communications between the President and key donors, maintaining research and constituent files, and other related administrative tasks. The intern plays an important role in the management of the VCFA board of trustees, coordinating quarterly meetings, managing document portals, and supporting committee work.

The Intern works cooperatively with other departments, staff, and faculty as liaison to the Office of the President, providing the first line of communication for purposes of problem solving and troubleshooting. This position is expected to conduct all operations with a high degree of

professionalism, diplomacy, and confidentiality. This position requires excellent interpersonal communication skills both written and oral, attention to detail, and the ability to operate at a fast pace and switch priorities efficiently.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Provides executive-level administrative support to the President and Executive Staff, when needed

- Maintain calendars and electronic files for President and Executive Staff
- Arranges Zoom calls, phone calls, and in-person meetings
- Manage OOP travel and accommodations
- Prepares agendas and minutes for President's Cabinet
- Prepares and reviews written material for the President and executive staff
- Assists with major gifts, including keeping donor files up to date, and supports VP of Institutional Advancement correspondences and administrative tasks

Supports the Board of Trustees

- Serve as Secretary of the Board of Trustees, coordinating and executing both in-person and remote committee meetings and quarterly board meetings
- Provides administrative support to the President, Executive Staff, and Board Chair in preparation for all Board-related activities including, but not limited to, strategic planning, maintaining Boardpaq, Quarterly Trustee/President's calls, acknowledging service of outgoing trustees, and coordinating communications between meetings

QUALIFICATIONS:

- High-level organization skills and capacity for attention to detail
- Outstanding written, oral, and interpersonal communication skills
- Excellent working knowledge of office management systems and technology
- Facility with digital platforms including Google Suite, Zoom, Adobe Creative Suite, Slack, and Little Green Light
- Event planning experience including booking both vendors and venues, arranging deliveries, and managing expenses
- Ability to think creatively, entrepreneurially, and strategically

This description is not intended to be all-inclusive and the intern will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

This internship is scheduled to run 8 weeks from July 5 - September 2, 2022 with the possibility to extend.

If interested in applying for this internship, please submit a cover letter, resume, and writing sample to katie.gustafson@vcfa.edu. We will be looking at applications on a rolling basis. Writing samples should address the following prompt:

Prompt 1: President Ward receives an email from a concerned donor who is an alumna from the Writing for Children and Young Adult program requesting a meeting and listing a number of sensitive concerns. President Ward is on vacation for the next 10 days, and will be unable to attend to this individual in the time frame they have requested. Draft a response acknowledging the individual's concerns (you can make these up) and give them a sense of when and how President Ward will be able to respond to their needs. Please do so in no more than 100-150 words.

Prompt 2: VCFA has a deep commitment to Diversity, Equity, and Inclusion. Please share your previous experience and commitment to this work in no more than 350 words.

This internship will remain open until filled.