

Conferencing, Events, and Student Affairs Auxiliaries

Business Development and Finance Support Services Intern

The Business Development and Finance and Support Services Intern is a 12-month internship that reports to the Senior Director for Conferences, Events, and Student Affairs Auxiliaries (or his/her designee). This intern has responsibilities for assisting the Director with the overall coordination of the finance and administration functions of the Division of Student Affairs.

Graduate Interns have a significant staff leadership role within the Division of Student Affairs. A successful Graduate Intern must have an interest in working one-on-one with students, staff and external partners; participating in department and University functions, and be willing to assume leadership for activities within the division. Graduate Interns participate in department meetings, training, and professional development. Primary responsibilities include:

Business Development & Client Relations

- Contribute to outreach efforts to grow university conference bookings, including research on potential markets (K–12 programs, nonprofits, professional groups).
- Assist in preparing proposals, pricing sheets, promotional packets, and presentations for external clients.
- Maintain and update customer relationship management (CRM) data.
- Support development of new revenue-generating opportunities (summer camps, trainings, external rentals).
- Assist with event and client satisfaction assessments.

Finance and Administration Responsibilities

- Assist with development, tracking, and reconciliation of event-related budgets and spending plans.
- Prepare periodic financial reports, fee requests, and mid-year updates.
- Assist with revenue projections for conference programs, facilities rentals, and student affairs auxiliary service activities.
- Assist with monitor vendor invoices, contracts, and payment schedules to ensure timely processing.
- Research cost-saving opportunities and support analysis of pricing structures for conference packages and services.

Administrative Operations

- Support day-to-day administrative functions for the Conference & Event Services unit, including scheduling, documentation, and workflow management.
- Assist with developing, reviewing, and updating departmental policies, procedures, and internal controls.
- Help maintain records related to contracts, space reservations, event logistics, and client communications.
- Provide general support for departmental inquiries and assist staff with administrative tasks as needed.

Professional Development & Campus Engagement

- Participate in staff meetings, trainings, workshops, and cross-departmental committees as appropriate.
- Engage in learning opportunities related to financial management, auxiliary services, and higher-ed administration.