UNCW On-Campus Internships

Variety of Divisions and Tasks
Admissions
Advancement
Arts & Programs
Athletic Communications
University Relations
and many others

New Agencies Added to End of List
October 23, 2015
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW - University Advancement - Department Events and Donor Relations

Address  601 S. College Road, Alderman Hall 104
          Wilmington, NC 28403

Telephone (910) 962-2219  Fax

Email  queenk@uncw.edu

Business, Services, or Responsibilities of Agency

University Advancement is one of six administrative units at UNCW that reports to the chancellor. The division
includes the university’s primary development officers, as well as alumni relations, events and donor relations, special
event coordination, gift acknowledgment and receipting, donor research, annual giving programs and planned giving
services. A goal of the division is to steward current donors and engage new prospects with UNCW.

Quality special events are held to a high standard by the Vice Chancellor for University Advancement and the
Chancellor for the purpose of fund-raising. Events and Donor Relations must have a part in the planning for any event
the Chancellor attends.

List Specific Opportunities or Experiences that will be Provided for the Intern

The intern will work primarily with the Assistant Directors and the Event Coordinators.

Duties will include helping with all the logistics associated with special events: determining focus and purpose of event,
designing appropriate marketing materials, making reservations, working with outside vendors, selecting menu, linens,
color scheme, flowers, checking the RSVP line, setting up the events, attending the events and following-up. Other
duties as assigned.

The intern will obtain experience planning events and seeing them through from start to finish. By the end of the
internship, the intern will be responsible for planning an entire event and serving as the event lead.

The intern will also gain an understanding of the importance of stewardship and engagement. Duties will include
designing materials, assisting with messaging and educating donors about UNCW.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kelli Queen, assistant director for Donor Relations for Stewardship and Engagement
Michelle Cummings, assistant director for Donor Relations for Events and Board Management

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Approval Date 8/6/14  Expiration Date 8/14/14  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Alumni Relations

Address  Wise Alumni House; 1713 Market Street; Wilmington, NC 28403

Telephone (910) 962-2587  Fax (910) 962-2685

Email  gargiulok@uncw.edu

Business, Services, or Responsibilities of Agency

The UNCW Alumni Association strives to be the lead supporter in the University's strategic vision. It is our purpose to connect and involve alumni, students, and friends in the promotion and advancement of the University. The UNCW Alumni Association promotes, encourages and supports unity and involvement among our alumni, students, the university and friends.

List Specific Opportunities or Experiences that will be Provided for the Intern

- Assisting with event planning and coordination for alumni events
- Assisting with marketing and promotion of alumni events, volunteer opportunities and other alumni programming (print & electronic media)
- Assisting with maintenance of online communities (Facebook & LinkedIn)
- Administrative support of the Alumni Scholarship Program
- Database management

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Kim Gargiulo, Assistant Director of Alumni Relations; Lindsay LeRoy, Assistant Director of Alumni Relations

Approval Date 12/4/13  Expiration Date 12/4/2015  Not Approved___________
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Athletic Communications (Sports Information Office)
Address  UNCW, 601 S. College Rd, Wilmington, NC 28403
Telephone  (910) 962-3236
Fax
Email  browningj@uncw.edu

Business, Services, or Responsibilities of Agency

The Athletic Communications Office serves as the university's primary contact with local, regional and national news media when athletic-related concerns are involved. The office also maintains UNCwsports.com, the athletic department's website, and coordinates all photography and videography needs for the program. In addition, the office produces virtual guides and printed materials to promote the program's student athletes and coaches and manages all athletic archives.

List Specific Opportunities or Experiences that will be Provided for the Intern

Interns will benefit from a variety of experiences supervised by the department ranging from setting up interviews with print, web and electronic media to writing news releases and feature stories for publications and web content. Interns have the opportunity to assist with game-day operations and help news media covering UNCW's athletic events. Interns have the opportunity to network daily with student athletes and coaches, local, regional and national news media. Interns will have the opportunity to work with the office on creative and editorial components of UNCwsports.com.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Joe Browning

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Approval Date  1-19-16  Expiration Date  1-19-21  Not Approved

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JAN 19 2016
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Career Center
Address  601 South College Road
          Wilmington, NC 28403-5924
Telephone (910) 962-3174  Fax  (910) 962-4257
Email  crockettts@uncw.edu

Business, Services, or Responsibilities of Agency
The UNCW Career Center is a comprehensive career counseling and resource center dedicated to empowering students and alumni as active participants in their own career development. Through the journey of learning, career exploration, and applied learning opportunities students are motivated to expand their knowledge of themselves and the world of work in a dynamic global community.

List Specific Opportunities or Experiences that will be Provided for the Intern
MARKETING: Create marketing materials (hard copy and digital) - Assist with marketing campaign including social media outreach efforts - Work with supervisor to organize outreach events

LOGISTICS: Assist with event coordination (i.e. space layout) - Work with supervisor to organize food with campus dining - Research audio/visual needs for the event

PARTNERSHIP: Contact student orgs to recruit participation - Work with supervisor to schedule participants to various shifts and duties

DEVELOPMENT: Assist with various fund development efforts - Observe and participate in employer outreach efforts - Research target employers sponsorship/giveaway donations

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual
- Sarah Crockett
- Diane Reed

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Approval Date  6/6/17  Expiration Date  8/1/19  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Human Resources

Address  Friday Annex (on campus)

Telephone  (910) 962-3339  Fax

Email  necem@uncw.edu

Business, Services, or Responsibilities of Agency

The UNCW Dare to Learn Academy (housed in Human Resources) is the primary mechanism for talent development for staff at UNCW. This talent development will occur through a wide range of virtual and face to face workshops and training and development sessions for targeted populations of staff at UNCW. Internship opportunities are well-suited for students interested in the following fields:

- Media and marketing,
- Instructional design,
- Training and talent development

List Specific Opportunities or Experiences that will be Provided for the Intern

The Media and Instructional Design Intern/s will be given opportunities to:

- Assist in the development of instructional materials for training programs.
- Collaboratively write, design, edit, proof, and produce print and promotional materials.
- Assist with social media efforts.
- Collaboratively create videos (and other digitally-based learning).
- Attend a monthly meeting with fellow interns and the UNCW HR staff and Dare to Learn Academy team.

List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

Molly Nece, Professional Development Coordinator

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Signature, Dept. Chair

Signature, Dean

Approval Date 5-4-15  Expiration Date 5-4-15  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Campus Life Arts & Programs
Address  Fisher University Union, Suite 2041
Telephone  (910) 962-7971  Fax  (910) 962-3915
Email  perryg@uncw.edu

Business, Services, or Responsibilities of Agency
Campus Life Arts & Programs provides UNCW with a wide variety of event opportunities including Art for the Masses; the Association for Campus Entertainment (ACE); Boseman Art Gallery; the Leadership Lecture Series; Lumina Theater; Sharky's Box Office & Game Room; Campus Life Student Employment Program; and the Synergy Common Reading Program. Campus Life Arts and Programs enhances the overall college experience and cultivates UNCW spirit. We promote learning outside of the classroom by increasing students' skills in leadership, community building and event planning.

List Specific Opportunities or Experiences that will be Provided for the Intern
The Marketing & Events Intern has major responsibilities in assisting with the coordination of the Leadership Lecture Series and subsequent marketing for the series. In addition, the intern will work with the Graduate Assistant for Marketing & Design to create and implement marketing materials and marketing plans for the various units and programs in CL A&P. This individual is also responsible for managing and growing social media platforms for the department and reports to the Assistant Director of Campus Life Arts & Programs, who they meet with weekly one-on-one to discuss projects and growth. The intern is responsible for upkeep of Facebook, Twitter, and Snapchat via Hootsuite with interactive posts that engage students, maintaining the display case in the Fisher Student Center to advertise events and assist in other execution of marketing strategies for Campus Life events. The intern is expected to network with student organizations and campus departments to build programs and creative marketing partnerships. They will design graphics, including Snapchat geofilters. They will provide on-site production support for the Leadership Lecture Series (information about the lectures can be found on the A&P website).

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Gillian Perry, Assistant Director of Campus Life Arts & Programs

Approval Date 12/10/17  Expiration Date 12/10/22  Not Approved

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UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Office of the Arts

Address  601 S College Rd. Wilmington, NC 28403

Telephone (910) 962-2226  Fax

Email  mitchame@uncw.edu

Business, Services, or Responsibilities of Agency
UNCW's Office of the Arts serves the UNCW campus and the Wilmington community by shining a spotlight on the intellectual life of the campus through diverse and unique cultural programming. The Office of the Arts curates the UNCW Presents Series, manages Kenan Auditorium, and advocates for the arts on UNCW's campus and in the Wilmington community, in collaboration with the five academic arts departments and community partners. UNCW's Office of the Arts participates in the cultural life of the region as a member of the NC Presenters Consortium and Arts North Carolina.

List Specific Opportunities or Experiences that will be Provided for the Intern
- Contribute to the production of electronic media, newsletters, social media and creation of text and images as well as use of existing images and video.
- Assist in preparing materials for direct mail and grassroots efforts.
- Be involved in the conceptualization of targeted marketing campaigns
- Ensure programs and events are included in UNCW and community calendars.
- Receive training in graphic design and portfolio development for post-graduate opportunities

Emmanuel Mitcham

Signature, Dept. Chair

Signature, Dean

Approval Date ___________ Expiration Date ___________ Not Approved ___________
Emmanuel Mitcham began his professional career at UNCW in February 2008 as the program coordinator for the Upperman African American Cultural Center. He was responsible for event coordination and marketing for the office. In addition, he provided support to those who wish to receive services from the Upperman Center, interacting daily with students and providing guidance and referral to other services on campus as needed. As of August 2017, Emmanuel furthered his career at UNCW, taking the role of Marketing and Communications Specialist for the Office of Community Engagement and Office of the Arts. His primary duties include developing and overseeing brand management, creating graphic design for use in print and web materials, coordinating data collect and analysis related to marketing campaigns and keeping the community aware of upcoming events and programs. Emmanuel Mitcham earned his BA (2007) in Health and Society at the University of Pennsylvania. He is currently enrolled in the Master's of Instructional Technology at UNCW expected to complete his degree in 2019."
## UNIVERSITY OF NORTH CAROLINA WILMINGTON

### REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

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<thead>
<tr>
<th>Agency Name</th>
<th>UNCW Office of University Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>737 St. James Drive, Wilmington, NC 28403</td>
</tr>
<tr>
<td>Telephone</td>
<td>(910) 962-2092</td>
</tr>
<tr>
<td>Fax</td>
<td>(910) 962-3847</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:our@uncw.edu">our@uncw.edu</a></td>
</tr>
</tbody>
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### Business, Services, or Responsibilities of Agency

OUR (the Office of University Relations) serves as UNCW's hub for internal/external communications and marketing. OUR is committed to enhancing UNCW's brand awareness through engaging messaging, dynamic print and digital collateral, and vibrant videography and photography. OUR collaborates with faculty, staff, students, the community and the media to promote key university initiatives, research and achievements.

### List Specific Opportunities or Experiences that will be Provided for the Intern

An internship with the Office of University Relations (OUR) gives you the opportunity to gain professional-level experience in communications, creative services, media production and/or web communications. Build your portfolio while developing marketable skills in these dynamic fields. Enhance your networking opportunities through collaborative projects with a creative team of content development and brand management experts. Assignments may include market research for social media or advertising campaigns; content development for websites, brochures, magazines, etc.; photography sessions; video shoots; editing/copy-editing content, photographs or videos; maintaining digital databases; creative design for digital, print or 3D materials; and much more. An OUR internship offers you the opportunity to be a part of the team that covers major moments in the life of the university and shares them with a diverse audience of students, faculty, staff, alumni, parents, donors, community partners and leaders at the local, state and national levels.

### List the Names of Agency Individuals Who May Serve as Internship Supervisors

Attach Credentials (current resume or corporate bio including education) for each individual listed.

- Marybeth Bianchi, Creative Director
- Jennifer Glatt, Editorial Director
- Molly McKeown, Web Communications Director
- Andrea Weaver, Deputy Director, OUR

**JAN 02 2018**

Approval Date 01/08/2018  Expiration Date 01/08/2023  Not Approved
UNIVERSITY OF NORTH CAROLINA WILMINGTON

REQUEST FOR APPROVAL OF AGENCY
FOR PLACEMENT OF INTERNS

Agency Name  UNCW Conference Services
Address  601 S. College Rd
         Wilmington, NC 28403
Telephone  (910) 962-3578  Fax  (910) 962-3096
Email  clconferences@uncw.edu

Business, Services, or Responsibilities of Agency
Conference Services is committed to providing outstanding service to the university community as well as to any external organization that may host their even on UNCW campus. Conference Services provides one-stop conference planning. This area custom designs conference packages including facilities, catering, audio/visual support, registration and more. Our goal is to set-up events so that conferences or camps go off without a hitch. Conference Services utilizes student workers in order to achieve the demands of the clients that we serve. Students gain valuable transferable skills.

List Specific Opportunities or Experiences that will be Provided for the Intern
Working closely with their supervisor/mentor the intern will
**experience preparing for residential and day conferences
**experience collaborating with staff and student workers in various departments on campus
**experience inspecting facilities before and after events
**experience operating office equipment
**experience acting as on onsite contact
**experience researching marketing materials for social media use

List the Names of Agency Individuals Who May Serve as Internship Supervisors
Attach Credentials (current resume or corporate bio including education) for each individual listed.

Deloris Hansley, Assistant Director of Conference Services

Approval Date 6-10-14  Expiration Date 6-10-2018

MAY 02 2018

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