THE OFFICE OF COMMUNITY ENGAGEMENT

Be Employable Event
Intern: Danielle Harrison
Presentation by: Uzochi Okoronkwo
Description of location

- An office located on the University of Maryland campus
- Helps connect the university with the surrounding College Park area
- Some of the programs offered include the College Park Dream Team and the partnership with Northwestern High school
Internship Duties

- Coordinate a function and see it through its completion
- Phone calls to celebrity guests
- Sending emails to supervisors to review work and progress
- Creating/editing Word documents and Excel spreadsheets
Who is appropriate for this internship?

- Open to all majors
- Must have a friendly attitude/demeanor
- Willingness to learn
- Can work between the hours of 9-5 pm
- Flexibility in schedule to attend other events as needed
Helpful Background classes/experiences for this internship

- Communication courses are helpful
- They teach you a lot once you start the internship
- Previous knowledge of Word and Excel
- Customer service background helpful
What did you gain from the experience?

- How to better correspond with a multitude of people from different backgrounds and walks of life
- More professionalism
- Organizational skills
- How to work in an office environment
How to apply?

- [http://vpaf.umd.edu/community/intern/](http://vpaf.umd.edu/community/intern/)
- Go the above website, and submit a cover letter and resume!