



THE VANDERBILT UNIVERSITY/CASE ADVANCEMENT INTERNSHIP PROGRAM



Explore a career in higher education advancement this summer and get paid!

The **CASE Advancement Internship program** seeks to increase and diversify the number of professionals in educational advancement. This program is designed to attract students (undergraduate and graduate) who may not have previously considered a career in institutional advancement. Internships run from June 1- July 24, 2020.

The Council for Advancement and Support of Education (CASE) is a professional association serving educational institutions and the advancement professionals who work on their behalf in alumni relations, communications, development, marketing and allied areas. CASE helps its members build stronger relationships with their alumni and donors, raise funds for campus projects, produce recruitment materials, market their institutions to prospective students, diversify the profession, and foster public support of education.

The [CASE Advancement Internship Program](#) is an eight-week summer internship designed with the goal to increase the number of diverse professionals in educational advancement. The internship is a full-time position at a host institution in which interns receive on-the-job training and gain valuable skills in the five professional areas of advancement – alumni relations, advancement services, communications and marketing, fundraising and development.

Dates & Stipend:

Internships run June 1 – July 24, 2020

Vanderbilt will offer a \$5,000 stipend to interns.

Additional Benefits:

In addition to receiving a paid stipend, CASE Advancement Interns receive a number of professional development benefits designed to assist students in exploring a career in advancement while networking with professionals in the industry. Benefits include:

- Hands-on educational advancement experience at a premier institution
- Compensation for the duration of the internship
- All-expense paid three-day training in Washington, DC
- Designated book from the CASE Bookstore
- Complimentary registration to the CASE Conference for Student Advancement
- Participation in introductory CASE advancement webinars and professional development online discussions
- Participation in CASE's e-Mentoring program to network with an advancement professional outside the host institution
- CASE student membership for one year after the internship, accessing CASE webinars, the CASE Library and Career Central
- Regular communication post-internship on entry-level job posting and career development opportunities]

Eligibility Criteria and Application Requirements

1. Applicants must be an undergraduate, graduate student or a recent graduate within six months of the internship start date.
2. An updated resume
3. Two letters of recommendation, signed and on letterhead
4. A statement purpose and commitment to diversity: In a statement of up to 750 words, please share your interest in educational advancement, how the internship program would future your interest, and the importance of diversity with the workplace.

Application must be completed by February 21, 2020 to be considered. No applications will be accepted after this deadline.



THE VU/CASE ADVANCEMENT DIVERSITY INTERNSHIP PROGRAM

I. PERSONAL INFORMATION

FIRST NAME:

LAST NAME:

CURRENT ADDRESS:

MAJOR:

EMAIL:

PHONE:

II. GENDER (optional)

Male

Female

III. BACKGROUND (optional)

African American/Black

Hispanic/Latino

Pacific Islander/Native Hawaiian

Asian

White

American Indian/Alaskan Native

Physically impaired

LGBT

IV. EXPECTED GRADUATION YEAR

2020 (Spring)

2020 (Fall)

2021

2022

2023

2024

Undergraduate Student

Graduate Student

V. AREAS OF INTEREST (Check all that apply)

- Alumni Relations
- Communication/Marketing/Social Media
- Data/Research/Analytics
- Event Planning
- Fundraising
- Technology/IT

VI. EDUCATIONAL BACKGROUND & WORK EXPERIENCE

Please submit a one-page resume.

VII. REFERENCES

Please attach two letters of recommendation, signed and on letterhead.

VIII. PERSONAL STATEMENT

A statement of purpose and commitment to diversity: Beginning on the next page, in a statement of up to 750 words, please share your interest in educational advancement, how the internship program would further your interest, and the importance of diversity with the workplace.

APPLICANT'S AGREEMENT

I affirm that all information contained in this application is complete and accurate. If selected as a VU/CASE Advancement Intern, I agree to abide by all regulations concerning the program as established by VU/CASE.

Type Name:

Date:

How did you hear about the CASE Advancement Program?

E-Mail **COMPLETED APPLICATION AND ACCOMPANYING MATERIALS** (resume and personal statement) to anita.n.wilhelm@vanderbilt.edu.