

Communications and Event Planning Internship

RTI International has a long history of collaboration with research universities, extending our capabilities through collaborative project work with faculty, staff, and students to better serve our clients and contribute to scientific scholarship. In 2014, RTI created the University Collaborations Office. Guided by an advisory committee comprised of our executive leadership and university representatives drawn from our Board of Governors, the University Collaborations Office develops and manages partnerships with leading academic institutions and promotes awareness of our services and capabilities on university campuses.

RTI's University Collaborations Office (UCO) seeks a Communications and Event Planning Intern. The intern will report directly to the Director of University Collaborations. She/he will assist with special projects related to outreach at the university level, including but not limited to our local universities, Duke, NC A&T, NCCU, and UNC-CH.

About RTI International

RTI International is one of the world's leading research institutes, dedicated to improving the human condition by turning knowledge into practice. Our staff of more than 4,000 provides research and technical services to governments and businesses in more than 75 countries in the areas of health and pharmaceuticals, education and training, surveys and statistics, advanced technology, international development, economic and social policy, energy and the environment, and laboratory testing and chemical analysis.

Responsibilities

- Assist Director of University Collaborations with special projects, events, and administrative work
- Plan, coordinate, and facilitate events and conferences
- Assist with external and internal UCO communications
- Update social media and engage interns in forum discussions
- Actively seek to understand university collaborations best practices and trends to find new and better ideas that could result in having greater impact
- Conduct research
- Assist with budgeting
- Assist with collaborations metrics tracking
- Represent UCO at events externally and internally
- Continuously look to improve processes, increase efficiencies and reduce errors for assigned projects

Qualifications

- The Communications and Event Planning Internship is open to undergraduate and graduate students pursuing the field of:

Business Administration	Communications	Public Relations
Education	International Relations	Anthropology
Entrepreneurship/Economics	Political Science	Public Administration
English	Marketing	Other related Fields
- Project management and event planning experience
- Demonstrated leadership experience
- Global perspective
- Self-starter
- Strong writing and public speaking skills
- Knowledge gained in course of study or work setting in one of the following domains: Education and Workforce Development; Health; Energy; Food/ Agriculture; or Big Data
- Background in outreach to diverse audiences
- Ability to work individually and solve problems while being comfortable in working and collaborating with teams
- Ability to research, organize and document
- Ability to follow through and meet deadlines effectively
- Ability to multitask and manage time successfully in a constantly changing environment
- Strong interpersonal skills
- Proactive attitude and flexible approach that combines energy, enthusiasm and a willingness to learn
- Familiarity with Microsoft Outlook Calendar, Word and Excel
- Familiarity with LinkedIn

Additional Information

This opportunity is a paid Fall Semester internship located in our Research Triangle Park, NC Headquarters office, with a strong preference for the intern to start immediately. The internship will be 10-20 hours per week during the academic calendar; hours are flexible during business hours (8:00 a.m. - 6:00 p.m., Monday through Friday)

To Apply

Please send the following via e-mail to internships@rti.org with the subject line: COMMUNICATIONS AND EVENT PLANNING INTERNSHIP:

- Cover Letter (background, qualifications, current program, experience, etc.)
- Resume
- Writing Sample (5 pages)

Only candidates selected for an interview will be contacted. No phone or e-mail inquiries please.