

## Registration Services Internship

### Description of duties:

- Help with event planning and execution for a variety of Ames area events
- Assemble program packets and materials
- Assist with registration materials and services
- Other administrative duties as needed

### A successful candidate will possess the following:

- Working knowledge of Microsoft Word and Excel
- Flexible schedule required, may include non-traditional business hours, including weekends
- Availability to work 12-20 hours per week, depending on class schedule and specific event needs
- Previous job experience in service-related field
- Have excellent organizational skills
- Be detail oriented
- Hold a valid driver's license and good standing with Iowa State University (ISU) Transportation Services

This paid position is offered by ISU Extension and Outreach Registration Services and a great opportunity to work with three units: Ames Convention and Visitors Bureau (Bureau), Conference Planning and Management (CPM) and Registration Services. Their purpose is to advance and promote the growth and development of the hospitality industry to ISU, Ames area residents, visitors and businesses.

The internship will be located off campus at the Aspen Business Park and is accessible by CyRide.

**Please visit the ISU Student Job board to apply.  
For questions, contact Registration Services at 515 294-6222.**