



ace Advancement Career Exploration Internship

What is ACE?

The Advancement Career Exploration (ACE) Internship matches current Ohio State undergraduate and graduate students with professionals and projects within The Ohio State University Advancement organization.

You will be interviewed and selected for placement in a University Advancement office for the duration of the program and will participate in an array of projects while developing an understanding of advancement in higher education. In addition, an academic component will also provide professional development opportunities.

What is University Advancement?

Advancement is a university-wide initiative that integrates alumni relations, communications and marketing and fundraising. Its mission is to increase the eminence of The Ohio State University by building awareness, engagement and giving in support among critical stakeholder groups. To learn more, visit advancement.osu.edu.

Am I eligible?

ACE is available to current Ohio State undergraduate and graduate students of all majors interested in learning more about a career in fundraising and non-profit work. You must possess excellent organizational, communication and time-management skills; be able to commit 22 hours per week; and have access to your own transportation.

Why should I apply?

This is a paid internship, with participants also gaining valuable knowledge and experience to help jump start their careers upon graduation.

The internship experience will be based on a three-pronged program:

Real World Experience:

You will spend 16 hours per week in an advancement office working on meaningful projects in your area of interest, which will introduce you to new skills and career opportunities. These challenges could include an array of opportunities, such as helping to create a major gift proposal, working with event planners, meeting with alumni and donors, managing the design of communication materials or coordinating a recognition event. Along the way, you'll get valuable feedback and coaching from experienced professionals.

Classroom Learning:

You will spend six hours each Monday in the classroom learning about the role of Advancement within institutions of higher education and exploring the role of Advancement in non-profit organizations. You will participate in class discussions, complete readings and assignments, listen to guest speakers and take tours. Classroom learning is also a great time to meet other students interested in Advancement careers.

Professional Development:

You will participate in a variety of professional development events designed to expose you to industry professionals and help you develop business etiquette skills that will give you a professional edge in your chosen field. Programming will include a luncheon etiquette workshop and a networking workshop.

For more information:

Please contact Ann Metzler at metzler.143@osu.edu with any questions.

The program will take place June 8, 2015 to August 7, 2015.

Applications are due by January 23, 2015. Apply online at advancement.osu.edu/ace.

Join us.

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