What is ACE?
The Advancement Career Exploration Internship (ACE) matches Ohio State undergraduate and graduate students with advancement professionals to complete projects for the mutual benefit of the students, the departments and the field of advancement.

You will be interviewed and selected for placement within an advancement department for the nine-week program and will participate in an array of projects while developing an understanding of advancement in higher education. An academic component within the program will provide professional development opportunities.

What is University Advancement?
Advancement is a university-wide initiative that integrates alumni relations, communications, marketing and fundraising. Its mission is to increase eminence of The Ohio State University by building awareness, engagement and giving 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 careers in alumni relations, communications, marketing and fundraising careers. You must possess excellent organization, communication and time-management skills, be able to commit 22 hours per week and have access to reliable transportation.

Why should I apply?
This is a paid internship in which participants also gain 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 will receive valuable feedback and coaching from experienced professionals.

Classroom Learning:
You will spend six hours each Monday in a classroom setting 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.

Program dates:
The program will take place June 6, 2016, to August 5, 2016.

How to apply:
Applications are due by January 19, 2016. Apply online at advancement.osu.edu/ace.

For more information:
Please contact Ann Metzler at metzler.143@osu.edu with any questions.