Title of Practicum: ACUI Conference Management Staff

Practicum Description Summary
The Association of College Unions International (ACUI) Central Office offers the opportunity for a select number of practicum students to work directly with the production of the ACUI annual conference. As an intern, you will be a member of the conference management team and will attend the conference as a member of the Central Office with your travel, lodging, and meals expenses covered.

Sponsoring Office
ACUI has been serving the college union and student activities field since 1914. The Association is based on a philosophy that partnerships between students and staff create powerful and productive teams. We invite you to become part of the ACUI Central Office team through an internship opportunity.

Department/Office web site address: www.acui.org

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2014 Number available: up to 3

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete: Because of the dates of the annual conference, ACUI practica students will begin their work with an orientation to the position and the Central Office in November 2013 and negotiable hours in December 2013. There will be a 8-hour per week commitment for the first weeks of the Spring 2014 semester leading up to the conference dates. Practica students will be expected then to be on site working at the conference in Orlando from April 3–10, 2013. After conference, other education-related projects will be assigned until hours are completed.

Learning outcomes associated with the practicum experience in your office: This ACUI practicum opportunity is designed to develop skills in large event management, communication, problem solving, and customer service, as well as give students the opportunity to experience the mission, programs, and operations of an international professional association in higher education and student affairs.

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

- Assist in the on-site conference management details including but not limited to the meals, general sessions and other educational sessions (90+)
- Assist in the management of the day-to-day operations of running a professional conference, including audio-visual, signage, traffic flow, set-up, and tear-down.
- Duties for the Graduate Staff at conference will be divided into distinct areas of responsibility and will include at minimum:
- Confirming registrations, communicating with ACUI members and managing data for participants.
- Coordinating the implementation of all off site events including customer service
- Coordinating the presenters and meeting rooms check-in process, evaluation of individual educational sessions and overall conference feedback from delegates

**Site Supervisor for Practicum Experience**

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