

Higher Education and Student Affairs
Spring 2017 Practicum Opportunities

Title of Practicum: ACUI Conference Management Staff

Length of Time in Weeks (term is 16 weeks): 14 weeks (full semester including travel to the annual conference in March)

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 2016

Number available: 3

Please identify the approximate number of hours per week the student will be expected to work: 8-10 hours

Please identify any requirements outside the required 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 2016 and negotiable hours in December 2016. There will be a 8-10 hour per week commitment for the first weeks of the Spring 2017 semester leading up to the conference dates. Practica students will be expected then to be on site working at the conference in Philadelphia from March 16-23, 2017. After conference, other education-related projects will be assigned until hours are completed.

Can the work be completed from a distance or does the student need to be in the office for the required hours per week?

Most all of the work needs to be completed in the office. Some projects may be completed via distance. This must be arranged by a supervisor.

Please identify the Professional Competencies associated with this position from the ACPA/NASPA Professional Competencies:

http://www.naspa.org/images/uploads/main/Professional_Competencies.pdf

History, Philosophy, and Values
Student Learning and Development
Leadership
Human and Organizational Resources

ACUI Core Competencies associated with this position include:

Leadership
Management
Student Learning

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
 - Assist in ACUI's Education and Research Fund activities and programs
 - Coordinating and interacting with our Corporate Sponsors. Assist in managing ACUI annual conference corporate events including but not limited to the Architecture and Design Showcase, ACUI Expo, corporate receptions and corporate showcase educational sessions.

Individual completing this form:

Name Kim Pho
Address 120 W. Seventh St., Suite 200
Bloomington IN 47404-3839
Phone 812.245.8088
E-mail kpho@acui.org

Site Supervisor for Practicum Experience

Kim Pho, Educational Program Coordinator