

Higher Education and Student Affairs **Spring 2017 Practicum Opportunities**

Title of Practicum

Development Coordinator – Faculty & Staff Giving Campaign, Kelley School of Business

Practicum Description Summary

The practicum student will gain professional work experience and understanding of an advancement office within one of IU's most highly regarded units. The practicum student will specifically focus on the faculty & staff giving campaign which is held each spring for the Kelley School. Responsibilities include developing marketing materials to inspire giving, managing faculty & staff volunteers who serve as campaign co-chairs, making personal solicitations, as well as maintaining strong record keeping for frequent reporting to school administration. The practicum student will also have the opportunity to observe and contribute to other functions in the office including: student organization advising, corporate and foundation relations, major giving, annual giving, and alumni relations.

Sponsoring Office

Office of Development and Alumni Relations (ODAR), Kelley School of Business, Bloomington

Department/Office Website Address: 1275 E. 10th Street, Suite 3080 Bloomington, IN 47405

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

Spring 2018

Number available: 1

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

The practicum student should be available for 1-2 hours a week starting in mid-November to complete necessary training for access to alumni database.

Learning outcomes associated with the practicum experience in your office:

- Understand the role of development and alumni relations in the advancing the institution's mission. Especially important during a campaign, such as [For All](#).
- Refine communication skills to address multiple audiences including faculty, staff, alumni leaders, and student leaders.
- Expand the knowledge of philanthropic and fundraising theory.
- Application of student development theory/organizational theory while managing volunteers. Excellent opportunity to apply theory to practice in non-traditional student affairs role.

- Practice collaboration between departments within the school and the university (IU Foundation, IU Alumni Association, other units).

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

This practicum is the perfect opportunity for an individual who is interested in exploring functional areas outside of student affairs, but still within the higher education environment. There are plenty of opportunities to connect theory to practice in this experience. Practicum students will be trained on the basics of development (fundraising), marketing, and volunteer management in a higher education setting. Furthermore, the position will have a high level of contact with faculty and staff positions in the Kelley School.

The practicum student will have an opportunity to contribute to other projects within the office that align with their professional interest.

No prior experience in development or alumni relations is needed.

Site Supervisor for Practicum Experience:

Name Alan Goodno
Address 1275 E. 10th Street, 3080 Bloomington, IN 47405
Phone 812-855-5591
E-mail agoodno@indiana.edu

Individual completing this form:

Name Alan Goodno
Address 1275 E. 10th Street, 3080 Bloomington, IN 47405
Phone 812-855-5591
E-mail agoodno@indiana.edu

X Yes, my department plans to attend the HESA Practicum Fair and we have completed the description form