



## Internship Guidelines

### Description

Southern Gerontological Society is looking for a qualified intern to join our association management team. SGS is a network of the South's most respected gerontology professionals. Southern Gerontological Society (SGS) members are educators, aging network personnel, researchers, health professionals, students, and policy makers. SGS provides the bridge between research and practice, translating and applying knowledge in the field of aging. The selected intern will work to help maintain daily SGS functions such as member communication, membership retention, social media campaigns, and updates to our membership directory. The intern will also be tasked with work related directly to the coordination of SGS's annual meeting program development, communication with program committee chairpersons, and the development of the program schedule and program marketing materials.

This intern should be prepared to work in a multi-tasking, fast-paced environment, and will finish the internship having gained broad experience in various aspects of gerontology. This is an unpaid internship. Intern will be provided assistance with travel to the annual meeting based on current SGS reimbursement rates (and time of year in which the internship is completed). Hours of internship are flexible and this internship will be managed through virtual meetings, emails, and phone calls. Travel to the office of SGS is not necessary.

### Responsibilities may include, but are not limited to:

- Assist with communication to members of SGS through social media marketing campaigns
- Assist with organization and execution of the SGS Annual Program to be held March 31 to April 3, 2016 in Charlottesville, Virginia or other upcoming meetings.
- Assist with the preparation and delivery of conference materials; including call for presentation, pre-conference brochure, conference program, and virtual program "app".
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Enter membership, registration, exhibitor, and sponsorship information into contact management systems
- Offer support in direct communication with the vast multi-state network of Southern Gerontological Society members to promote conference attendance, and membership recruitment and retention
- Provide support to social media efforts
- Work with SGS student representative and representative-elect to coordinate special select student topics sessions to be held at the SGS annual meeting
- Work with SGS student representative and representative-elect to coordinate special select student topics sessions to develop "student resources" website content for the Southerngerontologicalsociety.org website

### Requirements

Southern Gerontological Society is looking for an undergraduate student who is focused, preferably, with a focus on Gerontology. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Access, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position. Faculty support of a "remote-site" internship is necessary. Please discuss this option with your internship supervisor before applying to make certain you have their support.

### Majors given preference:

Concentration in gerontology preferred  
Healthcare or Business Administration; non-profit management  
Sociology  
Marketing

To apply for this internship, please submit a proposal and current resume, along with current contact information to:

Lee Ann S. Ferguson, Association Manager

Southern Gerontological Society

PO BOX 160

Taylorsville, NC 28681

Fax: (866) 920-4649

*For questions, please call (866) 920-4660*

*Proposals/resumes may be sent to us via email at: [admin@southerngerontologicalsociety.org](mailto:admin@southerngerontologicalsociety.org)*