



Student Employment: Office of Admissions Event Interns

The Office of Admissions is seeking a motivated and dedicated Events Intern at George Mason University for the Fall 2026 semester. The Events Intern will provide pre-event, on-site, and post-event assistance for events hosted by the Office of Admissions to recruit prospective freshmen and transfer students. Candidates must be extremely detail oriented, have excellent organizational and multi-tasking skills, have a passion for events, and a dedication to creating a high-quality guest experience. Candidates will also bring great communication and problem-solving skills, a collaborative work style, and a sense of humor.

Event preparations include evening work hours and physical labor. This position reports to an Event Coordinator on the Admissions Events Team. ***This is an unpaid, credit bearing internship (and/or work-study eligible).***

Duties and Responsibilities:

- Assist the Admissions Events Team in all aspects of planning for office recruitment events, including but not limited to the Fall Premiere Open House, Transfer Events, Fall Visit Day, College of Engineering and Computing Visit Days, Alcanza College Fair, High School Counselor Events, K-12 Special Tours, and other special events.
- Duties include but are not limited to preparing event signage and print materials, editing and design of marketing materials, inventory management, event record keeping, on-site management, event evaluation, analysis and reporting, and customer service.
- Provide pre-event, day-of, and post-event assistance for each office event including set-up/tear-down support.
- Maintain an organized event storage room and compile materials for events while keeping a living inventory of event materials.
- Other duties as assigned.

Qualifications:

- **Previous event planning experience.** This includes non-professional experience and volunteer work.
- **Outgoing personality:** Applicant should be flexible, hospitable, motivated, independent, creative, and resourceful with an ability to solve problems calmly and quickly. Multi-tasking abilities are essential.
- **Strong listening and comprehension skills:** Applicant must be able to listen to instructions carefully, adhere to an office dress code and correctly follow directions.
- **Strong communication skills.** Applicants should write clearly and effectively and should also speak effectively before groups.
- **Intermediate computer skills:** Applicants should have experience with Microsoft Office, especially Outlook and Excel.
- **Physical labor:** Ability to lift/move up to 50 pounds and ability to stand for long periods of time.
- **Valid driver's license:** Applicant must have a clean driving record and be willing to drive a Virginia state vehicle.

Availability: 10-20 hours/week, some nights/weekends required. Work hours are planned around class/exam schedules.

Term: August 24, 2026 – Dec 7, 2026

Please forward a cover letter and resume to Sofia Cochis, Admissions Event Coordinator, at admevent@gmu.edu