



CENTER *for*
BRAINHEALTH[®]
THE UNIVERSITY OF TEXAS AT DALLAS

2020 EXXONMOBIL COMMUNITY SUMMER JOBS PROGRAM

Communications, Development, and Events Internship

The Center for BrainHealth[®] is seeking a Communications, Development, and Events Intern for summer 2020. The internship dates are June 1 through July 24, 2020, and the intern will work 35 hours per week, Monday through Friday. The pre-tax internship salary is \$2,750.

About the Center for BrainHealth:

Our brains are dynamic. Adaptable. Flexible. Trainable. And repairable. Just as our bodies can be strengthened, so too can our brains. The brain experts at Center for BrainHealth are committed to advancing cognitive neuroscience and translating discovery into practical strategies that increase brain health and performance in meaningful ways.

Our leading-edge fundamental research is focused on discovering ways to measure and increase brain health and performance through interventional strategies and innovative technologies. Powered by neuroscience research, the training services and assessments offered at the Brain Performance Institute increase brain health and performance to improve how people everywhere think, work and live.

Intern responsibilities:

The intern will help the Communications, Development, and Events teams to increase awareness of and raise philanthropic support for the Center for BrainHealth. Responsibilities may include assisting in the planning and execution of lectures, signature fundraisers, group tours, meetings and staff appreciation activities; aiding with media opportunities and interviews; drafting press releases; editing social media and website content; assisting with the maintenance of the donor database; and preparing stewardship items for supporters.

Intern qualifications:

The intern must be a currently enrolled undergraduate student who will be a full-time sophomore, junior, or senior in fall 2020. He or she must have an interest in pursuing a career in communications, development, or event planning, as well as an interest in learning about brain health and gaining firsthand insight into the workings of a nonprofit organization. The position requires a candidate who has strong written and verbal communication skills, is organized and attentive to detail, and maintains a positive attitude and professional demeanor.

A past intern on her experience:

"I really can't imagine spending my summer anywhere other than at the Center for BrainHealth. I learned so much and was constantly being poured into by the people around me, especially my two supervisors. I made relationships and friendships during my internship that I'll always cherish, and I gained valuable experience that I'll be able to use in the future. I can't say enough good things about this place and these people- it was my favorite internship I've ever done!"

– Caitlyn Carter, 2019 ExxonMobil Community Summer Jobs Program Intern

Applicants may send a resume and cover letter to Julie Heckmann at julie.heckmann@utdallas.edu.