



Thurgood Marshall Hall
7805 Regents Drive
Suite 2300
College Park, MD 20742
Email: dogood@umd.edu
Web: dogood.umd.edu

Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Information Science Undergraduate Program at Shady Grove

Address: 9630 Gudelsky Dr, Rockville, MD 20850

Organization Website:

<https://ischool.umd.edu/academics/bachelors-programs/bachelor-of-science-in-information-science-shady-grove/>

Organization Description: We are the College of Information at UMD, specifically this position is at the Shady Grove (Rockville, MD) campus for our undergraduate program in Information Science. We are building out community projects and would like support by partnering with non-profit organizations and developing a robust partnership.

Position Logistics

Intern Preference: Undergraduate student

Start and End Date: 5/1/2025- 9/1/2025

Hours per Week: 10 hours per week

Number of Weeks: 15+

Expected Daily Hours: 2 - 3 hours per day

Important Availability Dates: N/A

Location: Hybrid of in-person and remote work (2 in person days)

Position Information

Core Technical Skill Set:

- Marketing - includes physical material development, brand strategizing, website editing, and search engine optimization
- Partnership Development - involves stakeholder research and outreach to new potential partners

General Duties and Responsibilities:

- Community Engagement Support:
 - Assist in identifying and reaching out to local non-profit organizations to establish and nurture partnerships that align with the program's mission and goals.
- Project Coordination:

- Collaborate with faculty and staff to support the planning, implementation, and evaluation of community-based projects involving students and partner organizations.
- Database Management:
 - Maintain and update a database of non-profit organizations, including contact information, partnership details, and project outcomes.
- Event Planning Assistance:
 - Help organize workshops, networking events, and meetings to facilitate collaboration between the undergraduate program, students, and non-profit partners.
- Marketing and Communication:
 - Develop promotional materials and content, such as flyers, emails, and social media posts, to highlight the program's community initiatives and partnership opportunities.

Specific Deliverable(s):

- A comprehensive Partnership Development Plan that includes:
 - A list of 10-15 local non-profit organizations aligned with the program's goals, complete with contact details, mission statements, and potential areas of collaboration.
 - A detailed report outlining outreach strategies, meeting schedules, and proposed engagement activities for each organization.
 - A timeline for building relationships with these organizations, including measurable milestones such as signed partnership agreements or planned collaborative events.

Qualifications:

- Strong Communication Skills:
 - Ability to communicate effectively, both verbally and in writing, with diverse stakeholders, including non-profit representatives and campus partners.
- Organizational and Project Management Skills:
 - Demonstrated ability to manage tasks, meet deadlines, and maintain attention to detail when coordinating community projects.
- Interest in Community Engagement:
 - A passion for building partnerships and supporting community-based initiatives, preferably with experience in volunteer work or outreach activities.
- Proficiency in Technology:
 - Competency in tools like Microsoft Office, Google Workspace, and basic data management platforms. Familiarity with social media or marketing tools is a plus.
- Self-Motivation and Initiative:
 - Ability to work independently, take initiative, and bring creative ideas to enhance partnerships and community engagement efforts.

Preferences:

- Listed above

Physical Demands of Position:

- N/A