Tufts Alumni Relations Office | www.tuftsalumni.org

- Max Greenhouse (Drama, Dance and Film Studies, 2016)
- Office Assistant
- Part-time, 17.5 hours per week
- Paid

What do you do as an intern at this organization?
I assist the staff in the office with daily and ongoing projects regarding the Tufts Alumni networks.

How did you find your internship?
I heard about the job through a mass email from the Department of Communication and Media Studies.

What do you enjoy most about your internship?
I enjoy the variety of tasks I am charged with completing, and the various skills I get to employ and fine tune in order to accomplish them.

What do you find challenging?
Sometimes my tasks are ongoing in nature, so I find it challenging yet rewarding to successfully maintain focus and efficiency to accomplish the task as quickly and thoroughly as possible.

What advice would you offer to someone who wants to make the most of an internship like yours?
I would recommend having an open mind about the type of work you will be doing. Your work will vary greatly day to day, so being flexible and having a positive attitude is key.

About the Organization
Tufts Alumni Relations Office
Medford, MA

The Tufts University Alumni Association, which was established in 1860 and now includes more than 100,000 Tufts graduates, welcomes participation from all its members. The Alumni Association strives to promote Tufts' spirit, tradition, and collegiality and to strengthen the links among our members and their alma mater. All graduates from any school or program at Tufts are automatically lifelong members, free of charge, of the Tufts University Alumni Association. The Office of Alumni Relations, in collaboration with the Tufts University Alumni Association, is pleased to provide many opportunities for our alumni and friends to participate in activities and events that foster a lifelong connection between Tufts, its students, and its alumni.