

2022 MSA Summer Internship Position Description

Position Announcement

Multicultural Student Affairs (MSA) is seeking creative, detailed oriented, and energetic Student Summer Interns who can manage specialized projects and demonstrate a commitment to diversity and social justice. This internship is designed to provide undergraduate students the opportunity to gain insights on work that centers the voices and experiences of marginalized communities. Each intern(s) will be partnered with MSA coaches to oversee the success of assigned projects Interns will also work collaboratively to meet project goals and will engage in professional development sessions as a team. Below are the position summaries for each role.

Position Summaries

MSA Operations Intern: MSA is seeking individuals to support MSA's operational efforts. These interns will work with professional staff to rethink and reorganize our reservation systems, calendars, reorganizing storage spaces and operational procedures that align with MSA's policies. Interns may also support our data and assessment strategy and data collection. The interns will also staff the front desk in MSA spaces (3 positions available)

MSA Programming Interns MSA is seeking a creative and detailed detail orientated individuals to support the development of the follow initiatives including: Wildcat Welcome programming, MSA's Podcast planning, and developing programming opportunities that bring students together across identities for Solidarity building. The selected interns will collaborate with multiple MSA team members and will co-create programs and spaces that centers the whole student. The intern will also staff the front desk in MSA spaces (3 positions available)

Job Requirements:

Exceptional attention to detail; high degree of organization and professionalism; punctuality and reliability; intermediate computer skills, ability to work independently and collaboratively in a fast paced environment; desire to serve peers and act as a role model; and capacity to maintain effective relationships with students, professional staff, and faculty. Experience with data collection and analysis, customer service, and demonstrated commitment to diversity and inclusion are highly desirable.

Expectations:

- Adhere to expectations set forth by MSA
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review
- Attend bi-weekly team meetings
- Physically staff the front desk in-person during the internship
- 20 hours weekly minimum - 30 hours a week maximum
- Summer travel plans must be communicated during hiring and selection process
- Summer Hours begin June 27th and will conclude September 2nd