

Program Intern for Cultural Programs and Services

Office of Engagement and Inclusion

General Description

The Program Intern for Cultural Programs and Services is responsible for assisting with the creation, promotion, and implementation of Cultural initiatives at Marquette University. The Program Intern for Cultural Programs and Services is responsible for supporting the execution of resources available for underrepresented students, assist with logistics for cultural celebrations, managing promotion strategies to create campus-wide knowledge of Cultural programs, and collaborate with faculty, staff, and student organizations in planning, publicizing, and executing Cultural programs.

As a staff member within the Office of Engagement and Inclusion, the Program Intern for Cultural Programs and Services will also be expected to contribute to the application of the Office of Engagement and Inclusion Vision Statement, to value and empower fellow students, and to assist with various duties in the Office of Engagement and Inclusion when needed. This position should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

- Assist with design, advertisement, and promotion for Center for Engagement and Inclusion (CEI) marketing/graphics
- Assist with the coordination of marketing with campus partners, display cases, table tents, digital displays, social media, and any other campus-wide marketing strategies
- Assist Graduate Assistant with regularly updating and preparing content for the CEI social media
- Work with students, faculty, and staff to for the planning and coordination of cultural celebrations
- Manage event logistics; will include event registration and assessment on MARQUEE, setting up Eventbrite, managing list of RSVPs and attendees, and coordinating virtual event components
- Serve as a liaison and support for Multicultural Student Council (MSC) organizations
- Communicate with MSC executive boards members, take minutes for MSC meetings, and sending necessary email correspondence
- Meet with Graduate Assistant and or other OEI Staff

Qualifications

- Demonstrate understanding of the foundational purpose of Cultural programming and services
- Experience with and/or interest in student activities, programming, leadership development, social media, and marketing
- Creative and resourceful
- Strong oral, written, and interpersonal communication skills

- Strong organizational skills
- Ability to work independently and accept individual responsibility for projects or assignments
- Ability to work within a team
- Ability to manage time and work under a deadline
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university

Remuneration

- Hours vary per week (flexible, evening and weekend hours necessary)
- \$10/hour