Position Announcement
Multicultural Student affairs is excited to announce newly established Student Summer Internships. MSA is seeking creative, detailed oriented and energetic Student Summer Interns who can manage specialized projects and demonstrates a commitment to diversity and social justice. These internships are a blend of clerical assistance and specific summer projects. Below are the position summaries for each role, along with the clerical expectations.

Position Summaries

• **MSA Archive Project Intern:** In partnership with the University Archives, MSA is seeking to develop an online portal that detail the multiple histories that have established Multicultural Student Affairs. The intern will review historical documents, artifacts and will conduct interviews with individuals who have been a part of MSA's history, with the intention of developing an online source that will continue to evolve over time.

• **MSA Data & Assessment Intern:** MSA is seeking a student to assist with the establishment of MSA's assessment strategy and data collection. With a large project on the horizon, our goal is to center student voices and experiences as we continue to evolve as an organization. This internship will assist with the creation of focus groups, online surveys and developing reports.

• **MSA Policies & Procedures Intern:** MSA is seeking a detail oriented and strategic minded individual who can assist with the development and reviewing process of various policies and procedures. MSA exists within 3 spaces and serves multiple communities in a variety of ways. We are always seeking ways to improve our practice, which significantly involves our policies and procedures. This intern will benchmark policy and procedures at various institutions, while seeking Northwestern student input to improve MSAs operational functions.

• **MSA Community Development & Programming Intern:** MSA is seeking a individual who has interest or experience in event planning, programming, or creating a sense of belonging among students. In MSA we strive to create communities to develop and celebrate various identities and cultures. This internship requires an individual who can apply an identity development framework with student engagement. Over the summer MSA creates and hosts several programs, and this individual will be instrumental in the creation, planning and assessment of said programs.

• **MSA Communications & Marketing Intern:** MSA is seeking an individual with strong oral and written communication skills, and who has experience with marketing programs, events and opportunities. MSA is in the process of developing a marketing strategy for our various constituents. Over the summer, this intern will help redesign our newsletter, develop a newsletter for alumni, re-brand our social media accounts, and identify ways to increase our follower-ship through advertising and outreach.
Clerical Assistance Responsibilities
In addition to internship responsibilities, the positions above also serve as the first point of contact for students, visitors, faculty and staff to one of MSA’s three spaces: Gender & Sexuality Resource Center, Multicultural Center, and The Black House. Duties and responsibilities can include: opening and closing facilities, providing front desk reception and general office duties as assigned including copying, filing, and faxing, managing reservations; and assisting peers using office services.

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. Willingness to work in all 3 MSA spaces. All undergraduate students are encouraged to apply.

Employment Details:
Compensation: $12.00/hour

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
- 20 hours weekly minimum
- Complete quarterly performance evaluations
- Summer travel plans must be communicated during hiring and selection process
- Summer Hours begin June 24th and conclude September 13th

MSA Summer Hours of Operation
Gender & Sexuality Resource Center: Monday-Friday 9am-5pm
Black House: Monday-Friday 9am-5pm
Multicultural Center: Monday-Friday 9am-5pm

For more information contact msa@northwestern.edu