2020 MSA Summer Internships

Position Announcement
Multicultural Student Affairs (MSA) is excited to announce the launching of our second co-hort of Undergraduate Student Summer Internships. MSA is seeking creative, detail oriented, and energetic Student Summer Interns who can manage specialized projects and demonstrate a commitment to diversity and social justice. These internships are a blend of clerical assistance and specific summer projects. 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, 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 details 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 The intern will review historical documents, artifacts and will conduct interviews with individuals who have been a part of MSA's history, with the intention of developing an online source that will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 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 social media presence, develop ways to increase our outreach to the student body, and contribute to our advertising strategy. This individual will also assist with the creation of procedures and protocols regarding media presence at MSA events and in MSA spaces.

- **MSA Data & Assessment Intern:** MSA is seeking an individual to assist with the establishment of MSA's assessment strategy and data collection. MSA recently completed several focus groups to better understand the needs of today's students. This intern will assist MSA with using the data collected from focus groups to plan for the future. MSA's goal is to center student voices and experiences as we continue to evolve as an organization. This intern will also help us analyze the data gathered from all of the programs MSA hosted during the 2019-2020 academic year.

- **MSA Native & Indigenous Reconciliation Intern:** MSA is seeking an individual who has a desire to research reconciliation efforts between institutions of higher education on Turtle Island (North America) and Native/Indigenous communities. Northwestern University occupies the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. As MSA works to expand our understanding of social justice and decolonization, we seek to identify ways to be in relationship with Native & Indigenous communities both at Northwestern and beyond. This intern will research the ways in which colleges and universities have gone about seeking reconciliation, and will then make recommendations for MSA and NU to continue furthering our collective work.
• **MSA Policies & Procedures Intern:** MSA is seeking a detail orientated 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 MSA's operational functions.

• **MSA Strategic Planning Intern:** MSA is seeking someone who has the ability to think big while taking action to create a better future. This intern will work directly with the MSA team to plan out MSA's evolution over the next 3-5 years. Students who have an interest in organizational change through a social justice framework are highly encouraged to apply. MSA will be pulling change theory, organizing tactics and data to center the needs of our students and generations to come.

**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: $15.00/hour
**Application Deadline:** April 1, 2020

**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 - 30 hours a week maximum
- Complete quarterly performance evaluations
- Summer travel plans must be communicated during hiring and selection process
- Summer internship begin June 22nd and will conclude August 31st

**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