

Student Organization Program Intern
Alumni Memorial Union Student Engagement

General Description

The Program Assistant for Student Organizations is a student staff member in the Alumni Memorial Union. Supervision is provided by members of the Campus Activities and Student Engagement staff. The Student Organization Program Intern is responsible for assisting with the management of the 300+ registered student organizations, maintaining communication of important information to all groups, and implementing organizational development programs.

As a staff member within the Alumni Memorial Union, the Student Organization Program Intern will also be expected to contribute to the application of the Alumni Memorial Union Mission Statement, to value and empower fellow students, and to assist with various duties in the Alumni Memorial Union when needed. This position should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

- Assist with the creation of monthly newsletter for student organizations with pertinent information
- Assist with the annual re-registration process for student organizations
- Coordinate and organize constitution renewal process
- Assist in the education of the Student Organization Handbook of Policies and Procedures
- Assist with the design and execution of student organization training
- Contact organization officers to communicate deadlines, decisions, and other information on behalf of the Alumni Memorial Union Student Engagement Staff
- Assist with coordination of the annual student organization awards reception
- Create publicity highlighting accomplishments of student organizations
- Monitor USPS mail to student organizations and distribute to appropriate mailbox(es)
- Monitor the engaged@marquette.edu email account and respond to inquiries and/or route mail to appropriate Student Engagement staff member.
- Assist in the development, implementation, and day-of support for Organization Festival (O-Fest)
- Assess needs of student organizations
- Assist in the development and promotion of new programs and services for student organizations
- Meet regularly with supervisor to set goals and evaluate progress and performance
- Complete other duties as assigned
- Attend AMU All Staff (fall semester, date TBD)

Qualifications

- Prior leadership and/or programming experience
- Good standing with the University (both academic and disciplinary)
- Strong critical thinking skills
- Ability to collaborate effectively as a member of a team
- Ability to work independently and accept individual responsibility for projects or assignments
- Strong oral and written communication skills

- Ability to effectively represent the Office of Student Development to student organizations, campus departments, and community agencies
- Creativity, enthusiasm, willingness to learn
- Computer skills (Macintosh, Microsoft Office, etc.) or ability and desire to learn
- Knowledge of design programs (Adobe Photoshop, InDesign, etc.) is preferred but not required

Remuneration

- Approximately 10 hours per week (flexible, evening and weekend hours necessary)
- \$10.50/hour