

Program Intern –Leadership
Alumni Memorial Union Student Engagement
Marquette University

General Description

The Program Intern for Leadership Development is responsible for assisting with leadership development within the AMU student employment program as well as with fall and spring division of student affairs student leadership offerings (e.g. Olson Leadership Institute, spring wellness leadership retreat, student leadership awards, etc.).

As a staff member of the Alumni Memorial Union, the Program Intern for Leadership will be expected to contribute to the implementation of the Office Mission and Vision, to value and empower fellow students, and to assist with various duties in the Alumni Memorial Union and Student Engagement staff when needed. Program Interns perform their work in a collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

- Assist with the administration of leadership development
- May serve on planning teams for department and/or divisional leadership programs (Olson Leadership Institute, spring leadership retreat, and Student Affairs Contemplatives in Action Student Leadership Awards)
- Assist with the development of promotional strategies and communication efforts for AMU student employment, leadership development programs, events, and processes, etc.
- Assist with the coordination of AMU student manager meetings
- Manage the AMU Battle of Departments incentive program
- Create content for, publish, and distribute AMU Student Employee Newsletter
- Attend AMU student manager meetings weekly (Tuesdays 8:30pm)

Other Responsibilities

- Maintain regular office hours
- Attend all team meetings, training sessions, and professional development opportunities as determined by supervisor
- Meet regularly with supervisor, the AMU Student Leadership Coordinator, to set goals and evaluate progress and performance
- Complete other duties as assigned

Qualifications

- Commitment to, knowledge of, and/or experience with leadership development and/or programming
- Strong written and oral communication skills
- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team
- Ability to work independently and accept individual responsibility for projects or assignments
- Enthusiasm to help individuals reach their full potential, creativity, and willingness to learn
- Ability to effectively represent the Alumni Memorial Union and Student Engagement Services to student organizations, campus departments, and community agencies
- Computer skills (Excel, Microsoft Word, Sharepoint/Teams, CanvaPro, or ability and desire to learn)

Remuneration

- Approximately 5-8 hours per week | \$10.00 per hour