Social Media Program Intern  
Peer Engagement Programs  
Spring 2021

Position

The Social Media Program Intern (PI) position is a student position within the Office of Engagement and Inclusion (OEI); the open position will specifically be situated within the Center for Engagement and Inclusion (CEI). This position is designed to provide students with engaging online content and student outreach, specifically with first-generation students and students who participate in RISE, the multicultural pre-orientation. The PI will work closely in connecting first generation students and students from underrepresented communities (racial/ethnic, gender, sexual orientation, religious, etc.) to campus resources. The PI will assist students in having engaging and interactive relationships regarding diversity and inclusion and first gen promotion efforts at Marquette and in their respective communities.

The position also offers students an opportunity to learn more about the Catholic-Jesuit value of human dignity and social justice, while also fostering an appreciation for diversity and inclusion in a global context.

Eligibility

To be eligible for a Program Intern position, students should be in good academic and disciplinary standing with the University. PIs should be enrolled as a full-time student taking at least 12 credit hours per academic semester. Students should be passionate about diversity and social justice and should demonstrate proficient skills necessary to interact with diverse populations on campus. This position requires a high level of online engagement. Technical design experience specific to marketing, communication, and social media outlets is highly preferred.

Specific Responsibilities:

- Assist the Assistant Director of and Graduate Assistant for Peer Engagement Programs with the creation, development, and implementation of bi-weekly social media posts and live content for the First Generation Marquette and RISE social media accounts
- Aid with promotion/marketing for monthly programs and events
- Communicate regularly and consistently with the Graduate Assistant supervisor and Assistant Director of Peer Engagement Programs regarding progress and planning for social media content
- Provide timely and accurate feedback on social media content
- Participate in monthly Program Intern trainings with the Office of Engagement and Inclusion staff.
- Work collaboratively within the OEI, as needed. The Program Intern for the CEI will be expected to work as a team with the other CEI and OEI program interns on programming and events, as needed.
- Other duties as assigned.

Qualifications

- 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 time manage and work under a deadline
• Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university

Desired Skills

• Proficient with social media platforms (Instagram, Facebook, Twitter).
• Proficient in Microsoft Suite Programs.
• Proficient with Canva.

Remuneration

• Approximately 10 hours per week (flexible, evening and weekend hours necessary)
• $8.60/hour

To apply, e-mail cover letter and resume to Clara Dwyer, Assistant Director in the Center for Engagement and Inclusion, at clara.dwyer@marquette.edu.