Program Intern – Leadership Programs
Office of Engagement and Inclusion
Marquette University

General Description
The Program Intern for Leadership Programs is a student staff member in the Office of Engagement and Inclusion. The Program Intern for Leadership Programs is responsible for assisting with all aspects of creating and implementing a comprehensive leadership development program at Marquette, including the development of several on-going and short-term leadership programs, projects, and seminars. Specifically, Interns will work with Cardoner Scholars, Arrupe Ambassadors, the Olson Leadership Institute, and various retreats/alternative programming throughout the year.

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

Specific Responsibilities

Leadership Programs
- Assist with the administration of leadership programming and facilitate sessions of programs
- May serve on planning teams for department and/or divisional leadership programs
- Develop and improve program curriculum with the team to provide personalized leadership training
- Participate in the development and implementation of high impact programs and services related to leadership education
- Assist with the development of promotional strategies and communication efforts for leadership development programs, events, and processes

Other Responsibilities
- Maintain regular office hours
- Attend all team meetings, training sessions, professional development opportunities, office examens, etc.
- Provide quality customer service to organizations or individuals using the CLSI, Office of Engagement and Inclusion, or their resources
- Meet regularly with supervisor, the Graduate Assistant for Leadership Programs, 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 Office of Engagement and Inclusion to student organizations, campus departments, and community agencies
- Computer skills (Excel, Microsoft Word, Sharepoint/Teams, CanvaPro, or ability and desire to learn)

Remuneration
- Approximately 8-10 hours per week

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