



HOURS: Minimum of 15 hours per week

Salary: \$20.00/ hour (*FEDERAL WORK STUDY ENCOURAGED TO APPLY*)

Due Date: Application will be open until all positions are filled. To be considered for first round of selections applications are due **April 28, 2024.**

POSITION PURPOSE: The purpose of the [Office of University Diversity and Inclusion](#) (OUDI) is to provide leadership, resources, and support to enhance the campus climate and foster an inclusive and equitable environment for all students, faculty, and staff. We are committed to advancing diversity and inclusion through education, advocacy, and engagement to promote a culture of belonging. We aim to cultivate a community where all individuals feel valued, supported, and empowered to reach their full potential.

The OUDI internship program provides students from all disciplines, who have a passion and interest in diversity, equity, and inclusion, with the opportunity to work in a collaborative and mission driven executive-level office. DEI Student Interns will report directly to our Graduate Assistant and assist the Director of Programming, Communications, and DEI Education in supporting the implementation of DEI Initiatives and Programs. All interns will work collectively on a team to execute signature programming, complete assigned projects, and support the overall function of the office. Interns serve as ambassadors of the office and will be required to attend a fall orientation, quarterly retreats, as well as weekly intern staff meetings.

INTERN SPECIALIZATION - *All interns will support with General Office duties in addition to 1-2 specialty areas.*

◆ **Event Planning and Campus Outreach**

- Support with event logistics and day-of coordination
- Engage with on campus and local community vendors
- Familiarity with CP structures/services
- Staff campus boothing events and lead student campus visits

◆ **Hispanic-Serving Institution (HSI) Initiatives**

- Serve and support the HSI Student Advisory Group planning meetings
- Lead campus outreach and liaison for Latinx students/orgs/La CASA
- Bilingual in Spanish

◆ **Black Student Success Initiatives**

- Support with the planning of the ABC Conference 2024
- Lead campus outreach and liaison for Black students/orgs/BAEC
- Experience leading independent

projects and planning events

◆ **Social Media Marketing and Graphic Design**

- Design social media graphics/flyers and website visual assets
- Manage social media engagement using Meta Business Suite
- Increase accessibility and alignment with OUDI/CP brand and standards
- Familiarity with Canva and/or Adobe Suite (will submit sample flyer)

◆ **Website Editing and Management**

- Willingness to learn Drupal (Cal Poly's website editing platform)
- Support with ongoing OUDI website edits and content management
- Support with increasing website accessibility and virtual engagement
- Ensure alignment with OUDI brand

REQUIRED DATES

- Attend a 2-day Intern Fall Orientation on Thurs, Sept 19, 2024 - Fri, Sept 20, 2024
- Attend weekly intern-person Intern Meetings on Tuesdays from 11am-12pm
- Attend a 1-day Intern Winter Retreat tentatively on Fri, Jan 31, 2025, or Sat, Feb 1, 2025

ESSENTIAL JOB FUNCTIONS

- Follow our OUDI Intern Manual and office maintenance protocol
- Fulfill intern specialization from the list above (could hold multiple specializations)
- Support administrative functions of the office by using preferred office communication and management platforms such as Outlook, SharePoint, Microsoft Teams, etc
- Support with OUDI hosted and co-sponsored event execution and coordination
- Serve as an ambassador at various events: campus boothing, campus visits, student panels
- Remain responsive to intern communication and attend intern development opportunities
- Provide intern program feedback via end of quarter/year reflection surveys
- Other specialty projects and duties as assigned

VALUES EXPECTATIONS

- Uphold a culture of respect and radical hospitality for any guests visiting OUDI
- Honor our office values of inclusivity and belonging within intern team
- Foster an environment of support and collaboration in the office and beyond
- Collaborate with a diverse team to execute projects and general office needs
- Willingness to engage in restorative conflict-resolution conversations
- Willingness to take initiative and embrace a solutions-driven mentality

REQUIRED QUALIFICATIONS

- Ability to understand, articulate, and/or learn issues of diversity, equity, and inclusion
- Ability to work within the philosophy, mission and strategic priorities within OUDI
- Ability to communicate and collaborate with students, faculty, staff, and administrative leaders
- Ability to manage their role as an OUDI representative with diplomacy, confidentiality, and tact
- Passion for working with underrepresented populations within the field of higher education
- Demonstrated ability to work autonomously managing multiple tasks and time effectively
- Great time management skills and capacity to work more than 15 hours per week

PREFERRED QUALIFICATIONS

- Experience leading or participating in curricular and cocurricular programs related to DEI
- Strong communication skills in writing, email, public speaking, peer facilitation, etc.
- Access to a car and/or drivers license (not required but helpful)
- If eligible, a willingness to receive a Golf Cart Driver Certified

ACADEMIC REQUIREMENTS

- Enrolled as a Cal Poly San Luis Obispo undergraduate student for AY 2024-25
- Must be in good academic and judicial standing (quarter prior to and during time of employment)
- Must have a Cumulative Cal Poly G.P.A. of 2.5 (minimum)