

Civic and Community Engagement Intern Position Description

Department: Center for Civic and Community Engagement

Supervisor: Michael Lueder, Director

Job Duties, split between all interns:

1. Event Planning
 - a. Assist with planning events held by the Center
 - b. Staff events, creating a positive experience for attendees
2. Event Marketing
 - a. Assist with marketing needs, including but not limited to: marketing design, poster distribution, side walk chalking, promoting messages around campus, social media management
 - b. Create and implement a social media presence for civic and community engagement activities
3. Student Engagement
 - a. Encourage students to participate in events sponsored by the Center related to the areas of volunteering, voting, interning and learning
4. Non-profit Engagement
 - a. Work with the Oshkosh Area United Way and the Volunteer Oshkosh website, recruiting new agencies to create agency profiles and volunteer events.
 - b. Meet with agency staff to train them in how to create posts on the website.
 - c. Promote agencies needs and assist agencies to share their message and recruit volunteers
5. Work on special projects as assigned by the Director of the Center for Civic and Community Engagement (i.e. web design, sponsorships and grant writing, database management, community engagement recognition, on-line initiatives.)
6. Maintain office hours.
7. Attend weekly meetings with the Center staff and other meetings as necessary.
8. Fulfill other duties as assigned.

Learning Outcomes:

- Critical Thinking
- Oral and Written Communication
- Problem Solving

Required Qualifications:

Applicants will be undergraduate students enrolled at the University of Wisconsin Oshkosh and must maintain a semester GPA of 2.0. Applicants must demonstrate skills in some of the following areas: leadership, community engagement, written and oral communication skills and event planning. Applicants must have demonstrated successful involvement in community engagement, campus activities, programming, and/or student advising. Candidates must demonstrate the ability to work independently. Evening and weekend hours may be required.

Hours per week: 10 (maximum, hours will be determined by intern pool)

Pay rate: \$12.00 per hour

Number of weeks: Up to 14 weeks during each semester, 3 weeks during interim (if applicable)