to the implementation of the Office Mission and Vision to value and empower fellow students, and to assist with various duties in Memorial Union and Student Engagem statff when needed. Program Interns perform their work in a collaborative environment and should expect to work closely with student and rofessional staff to complete the responsibilities listed below.

SpecificResponsibilities

- x Assistwith the administration of leadership development
- x May serve orplanningteams for department and/ordivisional leadershipprograms (Olson Leadership Institute, spring leadership retreat, and Student Affairs Contemplatives in Action Student Leadership Awards)
- x Assistwith the development promotional strategies and communication efforts for AMU student employment leadership development programs, events, and processes
- x Assist with the coordination of AMU student manager meetings
- x Manage the AMU Battle of Departmentive program
- x Create content for, publish, and distribute AMU Student Employee Newsletter
- x Attend AMU student manager meetings weekly (Tuesdays 8:30pm)

Other Responsibilities

- x Maintain regularoffice hours
- x Attendall teammeetingstrainingsessionsandprofessionadevelopmenopportunities as determined by supervisor
- x Meetregularlywith supervisortheAMU Student Leadership Coordinator setgoals and evaluate progress and performance
- x Completeotherdutiesasassigned

Qualifications

x Commitmentto, knowledge of and/or