

# OMSA Program Ambassador Description

Multicultural Center | Summer Bridge Program | Spectrum Resource Center | Women's & Gender Center

**The Office of Multicultural Student Affairs (OMSA)** is seeking four (4) student Program Ambassadors. As an OMSA Ambassador, you will gain key skills for your personal and professional development, including event planning, marketing and promotion, budget management, and organizational skills. Interns will also learn fundamental concepts about cultural education and social justice education. Finally, you will get to build meaningful relationships with students, alumni, staff, and faculty.

Interns will be compensated \$11.00 per hour. Work-study is preferred, but not required.

## Key Responsibilities:

- Help plan events sponsored by the OMSA
- Help execute passive programming sponsored by the OMSA
- Market and promote OMSA programs and services to the campus community, especially through social media
- Build and maintain relationships with student organizations in order to inform OMSA strategy and programming
- Other duties as assigned

## Minimum Job Qualifications:

- Ability to follow instructions and accept/apply constructive feedback with a positive attitude to improve performance
- Ability to stay well-informed of current events on campus and general campus climate
- Ability to understand and articulate social justice issues
- Ability to work and carry out projects without everyday direct supervision
- Applicants must be full-time undergraduates
- Demonstrated commitment to equity, diversity, and inclusion
- Must be in good academic and judicial/disciplinary standing at the time of application and throughout term of employment
- Strong verbal and written communication skills
- In-person/On campus/residential student
- Ability to work a flexible schedule (position includes some night and weekend responsibilities)

## Preferred Job Qualifications:

- Experience with diversity/social justice initiatives and/or education
- Experience with facilitation and/or event planning experience
- Previous experience organizing events, with demonstrated interest in creative community engagement
- Previous experience working with historically underrepresented populations
- Strong organizational and administrative skills

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**During the course of the internship, students receive will develop skills in the following areas:**

- Ability to understand the connections between theory and praxis
- Administration
- Budget planning
- Community Advocacy
- Community building
- Event planning and management
- Group Facilitation/Education
- Making referrals to campus and community resources
- Office Administration
- Program Development and Evaluation
- Self-reflection and identity development
- Social Justice

## **Terms of Employment:**

**Dates of Employment:** Will follow academic calendar for fall and spring semesters; dates subject to change based on academic calendar:

Fall 2024 – August 21-December 12, 2024

Spring 2025 - January 15, 2025 – May 6, 2025

**Pay:** \$11.00 per hour

**Work Hours:** work 8-20 hours each week.

*Work-study is preferred, but not required.*

**Supervisors:** Jason Timpson, Director of the OMSA, and Valentina Moran, Assistant Director of the OMSA

**Please use the link below to submit your application:**

[OMSA Ambassador Application 24-25](#)

## **Questions:**

If you have any questions about positions, please contact OMSA: [omsa@owu.edu](mailto:omsa@owu.edu) or [vr Moran@owu.edu](mailto:vr Moran@owu.edu)