



Application for Employment/Internship

The Office of Multicultural Affairs and the MASC (Multicultural Affairs Student Center) offers opportunities to develop leadership skills and seeks to employ responsible individuals who exemplify the mission of the office.

Please be sure to attach a resume and three references to this application. Please read the position descriptions for each of the employment/intern opportunities desired.

Please circle/highlight desired position(s)

MASC Front Desk Assistant

MASC Building Managers

OMA Internship

Last Name: _____ **First Name:** _____

Contact Information

Address:

Gender: M / F

Cell #: _____

e-mail: _____

Please address in your cover letter the following topics. Discuss your interest in working for the center and the OMA office. Address past experiences that qualify your employment. Share your thoughts on responsibility, time management, and diversity as it pertains to the position and the center/office.

A formal interview may follow and be conducted by professional staff for all positions.

All positions are paid.

MASC Front Desk Assistant

The MASC (Multicultural Affairs Student Center) is opened weekdays from 8:30am-12am (Midnight) and weekends from 4pm-10pm. The MASC front desk assistants report directly to the Budget Administrator and MASC Building Managers. Their responsibilities are as follows:

- Answering phone calls, taking messages, greeting visitors
- Light maintenance of facility (keeping the center looking presentable)
- Tour guides of the center
- Clerical responsibilities and other duties as assigned

MASC Building Manager(s)

The MASC Building Manager will report directly to the Budget Administrator. Their direct responsibilities include:

- Assisting in the management of the MASC front desk staff.
- Train front desk staff on the duties and tasks associated with the center
- Fulfill front desk duty hours
- Open and close the center on weekends (Friday, Saturday, Sunday) for the front desk staff
- Fulfill shifts when emergency issues occur with front desk staff

OMA Internship

Intern will be responsible for assisting in the following capacity:

- Programmatic event planning
- Assisting in the implementation of the OMA Master Lecture Series
- Possible related research projects/diversity evaluations and tools
- Attend meetings/trainings when appropriate (ex: OMA General Assembly) MASC Program Coordinator (along with 2 other interns and MASC Building Managers)
- Clerical Duties and other duties as assigned
- Must be able to commit 15-20 hours/week