**OIL Assistant - Programming:**

- Department or Office: Office of Intercultural Life
- Position duration: 2023-24 academic year (beginning 9/11)

**Description:**

The Office of Intercultural Life strives to create a diverse and welcoming campus community that embraces individual difference, advocates for social justice, and cultivates inclusion. OIL centers the experiences of people of color while working collaboratively to create a campus wide culture of understanding and authentic living.

OIL Assistants are student-leaders committed to OIL’s mission. The responsibilities of this position focus on the programming efforts of OIL, from conceptualization to implementation. This position will aid Professional Staff with events and programming including but not limited to Cultural Heritage Months, passive programming (Book of the Week, OIL’s stairwell poster, table outside of OIL Office), and creating advertising materials. This position will work closely with the other OIL Assistant to keep OIL’s messaging consistent throughout all channels of communication.

**Position Requirements:**

- Work hours will be conducted in the OIL Office
- Work some evenings, nights, and weekends as needed
- Attend weekly OIL Assistant meetings
- Support and attend OIL events and programs

**Duties Include:**

- In-office duties relating to office cleanliness, organization, and checking the OIL mailbox
- Creating posters for events and programs and distributing them physically and virtually
- Manage event supplies and help prepare for upcoming events
- Coordinate with OIL Staff and partners (Cultural Houses, Cultural Orgs) to fulfill programming needs
- Attend agreed upon OIL and college events to document and support

**Desired Qualifications:**

- Demonstrated commitment to OIL’s mission
- Familiarity with Canva
- Prompt responsiveness through email
- Knowledge of issues affecting communities of color locally, nationally, and globally
- Strong time management skills and ability to meet deadlines
- Innovative thinking and the ability to be creative and flexible
- Ability to work with and communicate effectively with team members