

OFFICE OF MULTICULTURAL STUDENT AFFAIRS **TECHNOLOGY & LOGISTICS INTERN JOB DESCRIPTION**

DEPARTMENT:	Office of Multicultural Student Affairs (OMSA)
JOB TITLE:	Technology & Logistics Intern
SUPERVISOR:	Office Manager
DATE:	April 2, 2009
Starting:	Fall Quarter 2009
End Time:	Spring Quarter 2010
Time Period:	Nine month position Sept – June (not to exceed 36 weeks)

General Summary:

The Office of Multicultural Student Affairs seeks a technologically savvy, organized, dependable and adaptable student to provide technical and event management support to OMSA throughout the year. Through his or her technical expertise, the Technology and Logistics Intern will report to the Office Manager and assist in OMSA's mission to retain and graduate students of color and first-generation students at DePaul. This position will place high emphasis on office operations and database/website management, including assistance with event planning throughout the year, creating and maintaining systems for the collection of data, and providing technical support for all software and hardware related questions and issues.

Principal Duties and Responsibilities

- (30%) Assisting Office Manager and other professional staff members, including office operations & the planning and execution of several events throughout the year.
- (20 %) Assist in training staff on the use of software and OMSA related systems (i.e. Book Loan Program, Outlook, Session Reports, etc.) while working with DePaul Information Services to maintain computer labs and answer computer-related questions posed by staff.
- (20 %) Assist in development of databases and analysis of questionnaires, surveys and other data collection tools to meet staff needs.
- (15 %) Assist in creating, maintaining and updating department web site and databases.
- (10 %) Assist in analyzing gathered data into a comprehensive and presentable format.
- (5%) Other duties as assigned.

Minimum Knowledge, Skills and Abilities:

- Ability to manage several projects simultaneously and meet deadlines.
- Excellent technological, interpersonal, written, and oral communication skills.
- Possess the ability to think critically, problem solve and be creative.
- Working knowledge of Word, Access, Excel, PowerPoint, Publisher & Outlook preferred.
- Ability to use web authoring tools such as FrontPage or Dreamweaver.
- Programming knowledge of FTP, HTML, ASP, Java. Experience with VB.Net is strongly preferred.

Position Qualifications:

- Students should be of junior status or above, maintain a minimum cumulative GPA of 3.0 and possess excellent interpersonal, communication, and customer service skills.
- Student must work effectively and independently in a team-oriented environment.
- Student must work with diverse groups of people at all levels.
- Must be capable of managing multiple tasks and paying attention to detail in a fast-paced environment.
- Must adhere to OMSA's confidentiality policies.

Hours/Schedule:

- Scheduling is flexible, but student must commit to **20 hours/week** for one academic year pending quarterly evaluations.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. OMSA management reserves the right to amend and change responsibilities to meet business and organizational needs. In addition, OMSA management reserve the right to consider additional position qualifications in all departmental hiring decisions.