

GEORGE FOX UNIVERSITY  
Office of Spiritual and Intercultural Life  
Job Description

**Title:** Educational Programs Intern (2 positions)  
**Reports to:** Director of Intercultural Life  
**Position Summary:**

The Educational Programs Intern's primary responsibilities include the coordination and planning of vital programs such as the Voices Leadership Conference, Cultural Ambassadors and Matheteis.

In addition to these core functions, the Cultural Ambassadors Intern will work with students and staff to promote a campus environment that reflect the values of biblical reconciliation, justice and intercultural competency.

**Essential Duties and Responsibilities:**

1. Meet regularly with the Director of Intercultural Life and the Intercultural Life Staff.
2. Promote and market educational programs put on by the Intercultural Life Office such as Voices Conference, Cultural Ambassadors and Matheteis
3. Work in collaboration with the other Educational Programs Intern to coordinate and facilitate two of the following programs:
  - a. Cultural Ambassadors
  - b. Voices Project
  - c. Matheteis
  - d. Heritage Month events (in collaboration with Multicultural Clubs/Orgs)
4. Provide administrative support to the SpIL Office.
5. Other duties as assigned by the Director of Intercultural Life.

**Characteristics:**

1. Committed relationship with Jesus Christ
2. Show signs of maturity and responsibility in action and decision-making
3. Desire to serve others
4. Show integrity in actions
5. Ability to work as a member of a team
6. Ability to relate to a diversity of personality types
7. Show initiative and follow-through
8. Good interpersonal and communication skills
9. Offer flexibility
10. Think critically and creatively

**Qualifications:**

1. An Intercultural Life Intern must understand and support the goals of a Christian liberal arts education.
2. An Intercultural Life Intern must have a cumulative 2.5 GPA and maintain a 2.5 minimum GPA.
3. An Intercultural Life Intern must be willing to commit one full year to the position.

**Weekly Breakdown of Responsibilities (roughly 8-10 hours per week):**

One-on-ones with the Director of Intercultural Life (every other week)	1 hour
Intercultural Life Staff Meetings (every other week)	1.5 hours
SpIL Office and Annex Hours	2 hours
Planning and coordination work	4-5 hours

\* Please note that these responsibilities are unique in that these hours a rough breakdown and that there may weeks that require flexibility in time commitments.