

GEORGE FOX UNIVERSITY
Office of Spiritual and Intercultural Life
Job Description

Title: Mosaic Scholars Intern
Reports to: Director of Intercultural Life
Position Summary:

The Mosaic Scholars Intern is responsible for the coordination and administration of the Mosaic Scholars Program. Primary responsibilities include organizing regular All-Scholar Meetings and holding Scholars accountable to their requirements.

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. Coordinate logistics for on-going All-Scholar Meetings.
3. Co-facilitate All-Scholar Meetings and Freshmen Cohort Meetings with the Director of Intercultural Life.
4. Maintain attendance and leadership requirement records.
5. Plan and coordinate the Christmas Celebration and End-of-the-Year Celebration.
6. Plan and coordinate the Act Six Senior Banquet.
7. Assist in tracking and communicating with alumni.
8. Provide administrative support to the SpIL Office.
9. 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	3 hours
Weekly Cultural Ambassadors Meeting	1.5 hours
Planning and coordination work	3-4 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.