



Title: Equity Initiatives

Intern

Department : Office of Admission

Fall & Spring - Full Academic Year

Duties/Responsibilities:

Equity Initiatives Interns assist the Admission Office in planning and implementing programming to support underrepresented students in the admission process. The primary responsibility of the two interns is to oversee implementation of the Tiger Access Program. (TAP).The interns will be responsible for helping plan events and logistics relating to the program. The interns' work includes developing and maintaining and implementing the itinerary of the program.

Besides TAP, Equity Initiatives Interns will also assist the Admission Office in various tasks such as college fairs, student panels, research, and equity topics of an intern's own interest. It is a flexible 6-10 hour week commitment, except during the TAP program when interns will be expected to be available for the entirety of the program.

Qualifications:

An ideal candidate for this position would be invested in issues of equity and justice, knowledgeable about student life, personable, and skilled in project management. This position is great preparation for students interested in working in admissions or higher education post-graduation, but is certainly not limited to students with those interests. All students are open to apply and students with federal work study and from backgrounds underrepresented in higher education will be given priority.

Start date: August 22nd

End date: May 15th

Work Schedule: Monday- Friday

Hours Per Week: 6-10 hours

Starting pay rate: \$15/hr

To apply, please submit student employment [application](#) to csantiago@oxy.edu

