

# PURDUE AGRICULTURE IS HIRING

## SUMMER ADMINISTRATIVE INTERN, OFFICE OF MULTICULTURAL PROGRAMS (OMP)

### POSITION SUMMARY

*THIS PART-TIME POSITION IN PURDUE UNIVERSITY'S COLLEGE OF AGRICULTURE IS RESPONSIBLE FOR:*

Assisting the Assistant Director for Student Recruitment and Retention with summer program coordination / implementation, including

- Reviewing student applications
- Preparing program materials
- Planning / hosting program social activities
- Distributing / collecting / organizing program evaluations
- Assisting in completion of program reports

Administrative support, including

- Managing OMP social media platforms
- Identifying and organizing Diversity, Equity and Inclusion programs and resources
- Analyzing program evaluations
- Filing, correspondence, scheduling, video and audio transcription
- Other duties as assigned

**POSITION DATES:** 5/10/2021 to 8/6/2021

**SALARY:** \$15.25 / hour, 30 hours per week

**HOURS:** Primarily between 8:30 a.m. to 4:30 p.m. EDT weekdays, but some evening work expected with summer outreach programs

**PHYSICAL REQUIREMENTS:** In-person office position that requires standing, walking, sitting, typing, bending and lifting up to approximately 35 pounds

### EDUCATION

Must be currently enrolled in a degree-seeking program at Purdue University

**UNDERGRADUATE:** At least 55 credit hours completed

**GRADUATE:** Approval from department, advisor and degree funding source

### EXPERIENCE

Past experience working with youth ages 12-17 required

**PREFERRED:** Spanish proficiency  
Previous engagement in STEM in agriculture or science education  
Demonstrated use of computer applications, including but not limited to, Microsoft Office (Word, Excel, PowerPoint), Google Docs, Qualtrics

A background check is required for consideration and must be approved for employment

**APPLY ONLINE**

[purdue.ag/ompsummer21](http://purdue.ag/ompsummer21)

**MORE INFORMATION**

[omp@purdue.edu](mailto:omp@purdue.edu)