U-M Rev. Dr. Martin Luther King, Jr. Symposium
Student Program Assistant
Office of Academic Multicultural Initiatives

Hourly wage: $10.00 per hour
Length of appointment: September 2016-April 2017
Work Schedule: Flexible, 5-10 hours per week

Duties and Responsibilities

Logistics
- Schedule and set up meeting space for committee planning meetings and other sub-committee
- Order food and create agendas for the meetings
- Send out meeting minutes
- Administrative tasks including photocopying, printing, organizing materials

Communications
- Send emails and correspondences to planning committee and sub-committees as needed
- Assist in outreach efforts including but not limited to: going to student organization meetings, cold-calling local community organizations, creating and sending out promotional flyers and brochures
- Assisting with social media outreach and campaign

Growing the Symposium
- Research on Civil Rights Era, Current Events, MLK history, quotes, etc.

Other duties as assigned.

Application Requirements

1) One Page Formal Cover letter that includes:
   a. Why you are interested in the position and detail any prior relevant experience you have
   b. Any prior experience you have with the U-M MLK Symposium including hosting events, attending the keynote, etc.

2) Resume (with your contact information including phone number and email)

**Late and/or incomplete applications will not be considered.

FINAL DEADLINE: Monday March 14, 2016 by 9:00am

Required Qualifications

1) Undergraduate or graduate student at the University of Michigan
2) Interest in and personal commitment to civil rights, social justice and cross-cultural understanding
3) Possess functional knowledge of University of Michigan departments, programs and resources
4) Excellent written and verbal communication skills
5) Meets deadlines with keen attention to detail
6) Active understanding and effective use of relevant social media platforms including but not limited to Facebook, Instagram, Twitter, & Snapchat
7) Responsible individual able to take direction and work independently

Application material must be submitted to: mlksymposiuminfo@umich.edu with subject title: MLK Symposium Student Assistant Application