

## EBSU Intern Position Descriptions

- **All EBSU Student Staff Workers**

- Must have Federal Work Study
- Work 10 hrs per week
- Attend monthly EBSU Advisory Board Meetings (can clock in for duration)
- Attend monthly EBSU Staff meetings (can clock in for duration)
- Manage AV tech during EBSU events when available
- 5 hrs per week must be EBSU Office Hours (hours clocked in space)

### 1) Senior Student Staff Administrator

- **Descriptions & Aims**

- Oversees the progress of the other interns' initiatives (through the task log and Box) while maintaining the well-being of the space and works intimately with the advisors to ensure that all programming and initiatives promote the mission and vision of the space
- Additionally, governs the EBSU Advisory Board meetings as well as coordinating the agendas for said meetings
- Organizes the Kujichagulia Discussion Series and Study Series signature programs with the help of the Programming Intern
- Coordinates Quarterly Meetings with Dean of Campus Life and Annual Meeting with University President with Reservations Intern
- Generates annual EBSU report in conjunction with other EBSU interns
- Facilitates monthly one-on-ones with interns (30 minutes) and sends detailed reports to advisors
- Schedules one on ones with advisors to discuss the progress of interns and plan for the EBSU advisory board meeting
- Maintains the [ebus@emory.edu](mailto:ebus@emory.edu) mailbox

### 2) Programming Intern

- **Description:**

- Serves as the chair of the Programming Committee (responsible for coordination of the Committee)
- Chairs the annual Trailblazers program
- Maintains/Facilitates Black organization calendar as well as coordinates Black History Month calendar with another intern
- Works with EBSU interns to construct and execute programming initiatives
- Manages intern budget as well as Trailblazers budget
- Works with advisors and other interns to find funds and resources for additional programming when necessary
- Plans any luncheons or events for the EBSU staff in coordination with the senior staff administrator
- Aims to strengthen programming relationships between the EBSU and other Emory departments
- Assists community organizations with EBSU program collaborations

### 3) Reservations/Logistics Intern

- **Description & Aims**

- Maintains the EBSU reservations through Mach form; Approves/Denies all EBSU event request based on EBSU tenets
- Send Outreach intern the reservations that have been placed in 25Live for the upcoming week by Friday at 5 pm
- Manages annual budget in collaboration with EBSU advisors
- Manages EBSU smartkey along with Senior Intern
- Creates catering orders

- Notify intern staff of A/V or Tech requests for events
- Reports reservation discrepancies' or issues to EBSU advisors in collaboration with Senior Student Staff Administrator
- Manages reservation policy contingent on Advisory Board Meeting attendance
- Aims to increase the efficiency and visibility of the EBSU and its team

#### 4) Historian/Caucus of Emory Black Alumni (CEBA) Liaison

- **Description & Aims**

- The Emory Black Student Union (EBSU) Outreach and External Affairs Intern helps facilitate both communication between the space and interested community members, and also the dissemination of events and information at Emory University and in Atlanta to members of the Black community. It is necessary to maintain communication with Black organizations on campus in order to effectively distribute information.
  - Creates and archives weekly newsletter and flyers when necessary. The newsletter contains all information relevant to Black people at Emory.
  - Personal contact for Executive boards and/or presidents of both Black and non-Black organizations.
  - Attend 5 Black campus organization meetings and 5 non-Black campus organization meetings
  - Become familiar with graduate student organizations.
  - As it pertains to EBSU and external programs and information, the Outreach and External Affairs intern:
    - Maintains Black at Emory, EBSU listserv
    - Creates and maintains presidents of Black organizations listserv
    - Creates and maintains Black Professors at Emory Listserv
  - Works closely with Black student organizations to provide support for signature events

#### 5) Outreach/External Affairs Intern

- **Description & Aims**

- The Emory Black Student Union (EBSU) Outreach and External Affairs Intern helps facilitate both communication between the space and interested community members, and also the dissemination of events and information at Emory University and in Atlanta to members of the Black community. It is necessary to maintain communication with Black organizations on campus in order to effectively distribute information.
  - Creates weekly newsletter to be disseminated to the EBSU Listserv and archives flyers when necessary. The newsletter contains all information relevant to Black people at Emory.
  - Personal contact for Executive boards and/or presidents of both Black and non-Black organizations.
  - Attends 5 internal and 5 external general body meetings throughout the year to establish collaborations and relationships with black organizations and non-black organizations with the EBSU
    - Works with Programming intern to create collaborative programs
  - Become familiar with graduate student organizations
  - As it pertains to EBSU and external programs and information, the Outreach and External Affairs intern:
    - Maintains Black at Emory, EBSU listserv
    - Creates and maintains presidents of Black organizations listserv
    - Creates and maintains Black Professors at Emory Listserv
  - Works closely with Black student organizations to provide support for signature events

## 6) Social Media/Communications Manager

### ○ Description & Aims

- Must be proficient in Adobe Photoshop in order to create flyers for any EBSU programs or efforts
- Develops and executes a social media strategy to engage with black students and alumni as well as the wider Emory population—largely via Facebook and Twitter.
- Updates the social media pages by communicating events and initiatives held in the EBSU
- Maintains the EBSU campus life website by handling all edits
- Serves as the liaison for communication with the Emory Wheel and all other forms of journalism
- Coordinates Black History Month Calendar with another member of the community or intern
- Advertises EBSU events with the Division of Campus Life
- Gathers digital flyers/content from black student organizations shares them with Resources Manager for marketing within the space

## 7) Resources Manager

### ○ Description & Aims

- Coordinates the EBSU Bookcase Project
- Manages the physical well-being of the space, which includes maintaining orderliness of the space, keeping up with the A/V capabilities and media in the space
- Maintains scrolling marketing and calendars on television and Resource Center
- Receives marketing materials from organizations to put up in and around the space in collaboration with Communications Manager and Community Programming intern
- Serves as the point person for DUC Operations; reports any space damage or custodial issues
  - Schedules EBSU work hours for all interns, working with the Senior Staff Administrator to do so
  - Helps set up events if available
  - Maintains a working inventory
  - Creates protocol for EBSU resources
  - Issues work orders for space repair and maintenance in collaboration with the Reservations/Logistics Intern