

## **Graduate Intern for the Office of Diversity Engagement and Community Outreach**

Reporting directly to the Diversity and Community Relations Program Manager, the Graduate Intern will support a range of diversity and inclusion events, activities, initiatives, and committees. The Intern is responsible for promoting the educational and programmatic initiatives of the Office in collaboration with diversity office staff and colleagues across the University, while gaining exposure to the operation of an administrative unit within the Provost's Office.

### **GOALS**

- To gain a deep understanding of diversity and inclusion work in a higher educational setting.
- To gain practical experience in program development and implementation, policy research, outreach, promotion, communications, and social media management.

### **RESPONSIBILITIES**

- Serve as the Graduate Student representative on the University Council for Diversity and Inclusion.
- Manages Office's Facebook page, twitter account and other social media outlets.
- Assist in the creation, implementation and functioning of programs hosted or co-hosted by the Office.
- Assist in the conception, marking, and implementation of events hosted or co-hosted by the Office.
- Research best practices and trends in diversity and inclusion in a University setting.
- Represent the Office at University and community events.
- Become fully versed in the goals and priorities of the Office.
- Assist in greeting and hosting visitors to the Office.
- Assist with researching, developing and maintaining university and community partnerships.
- Assist with administrative duties of the Office.
- Assist with developing marketing strategy and promotion for the office's visibility, programs, and events.
- Develop assessment methods, gather evidence, analyze and use results to improve programs.
- Other duties as assigned.



## QUALIFICATIONS

- Enrollment in a Masters program required.
- Prior experience with diversity and inclusion work is desirable.
- Must work well with a wide array of faculty, staff, students and community members while maintaining a high degree of professionalism.
- The ability to handle multiple projects simultaneously with accuracy and thoroughness.
- Advanced analysis, computer, organizational and time management skills.
- Ability to perform work in a confidential manner.
- Excellent communication skills.

Time Commitment and Compensation: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work up to 370 hours per semester at a rate of \$20.00 per hour. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester, M-F (some evenings and/or weekends required). Funding support for professional development, MUNI pass, or Dons Dollars in the amount of \$350 will be provided by the host department. Please note all compensation is taxable.

Hiring manager: Ria DasGupta, Diversity Engagement and Community Outreach