

Student Engagement

GRADUATE INTERN

Position Overview

The Graduate Intern plays a key role in helping the College of Science and Engineering (CSE) Student Engagement and Diversity, Equity, and Inclusion (DEI) team accomplish its mission of providing engaging and beneficial personal and professional development through programming, initiatives, events, and more to CSE undergraduate students. Once trained, the Intern will be responsible for leading and developing existing and new programming under the supervision of professional staff. The intern will be a central figure in the coordination of Collegiate initiatives focused on diversity, equity, and inclusion. This will include Rooted in STEM, an outreach program targeting underrepresented and underserved high school sophomores and juniors interested in STEM. Other examples include the development, execution, and assessment of programming for the CSE Women in Science and Engineering (WISE) Initiative, DEI projects serving underrepresented and underserved students, overall student engagement programming including student mental health initiatives, student group support, and more. Overall, the Intern will be an integral part of the CSE Student Engagement and DEI team.

Responsibilities

Rooted in STEM Outreach Program Coordination (30%)

- Coordinate monthly curriculum for 50 high school sophomores and juniors including college admissions information, STEM projects, guest speakers, and community building.
- Contribute to the recruitment, hiring, and supervision of undergraduate student mentors that support the program.
- Organize logistics for monthly events including room reservations, catering, building access, and more.
- Attend monthly Saturday Rooted in STEM programs during the fall and spring semesters on campus.

Development of collegiate DEI initiatives and programs (50%)

- Lead development and execution of programming that serves CSE initiatives, including the Women in Science and Engineering Initiative, Multi-cultural Engineers and Scientists @ Medtronic, and the RISE program for new underrepresented and underserved students.
- Contribute to the supervision, hiring, and training of student workers focused on DEI programming, events, and tutoring.
- Participate on planning committees for several CSE DEI programs throughout the academic year, collaborating with the stakeholders across the college.

Event and Programming Logistics and Support (15%)

- Support other Student Engagement staff with existing program logistics including student mental health initiatives, overall student engagement programming such as the DEI Leadership Showcase presented by CSE, living learning communities, student leadership development programs, speaker series, and more.
- Act as a resource for CSE student groups and student leaders by assisting them with large event planning such as CSE Week and SWEWeekend; assisting them in applying for and securing resources through options like CSE Student Group Grants; and offering advice to groups and leaders.

Additional Responsibilities (5%)

- Conduct research on impactful practices for student resources including DEI, leadership development, and other personal and professional development.
- Represent CSE Student Engagement and DEI at University and college-wide events.
- Attend Collegiate Life, Student Engagement and DEI, and student services all-staff meetings.
- Other duties which support the goals and mission of CSE Student Services.

Qualifications

- Currently enrolled in a graduate program in counseling, student personnel, psychology, higher education, or a related field. A B.A. or B.S. degree is required.
- Desire to focus on student engagement, activities, and/or DEI in a higher education setting.
- Ability to speak publicly and conduct group presentations.
- Excellent written and oral communication skills.
- Proven commitment to equity, diversity, and inclusion and a passion for supporting the career development and success of all students.
- Demonstrated ability to work independently, as well as collaboratively.

Logistics

- The position begins in late August 2023 before the school year begins (the start date is negotiable) and continues through May 2024. The intern should expect to work approximately 18 hours per week, or as required by their graduate school program. There will be semi-regular evening or weekend hours. Interns will begin with the observation of meetings and events, proceed to collaborative work, and then independent work.
- Supervision will be provided weekly by one of the experienced professional student engagement staff on-site. Supervision by a licensed practitioner (LPC, LPCC, Psychologist, etc.) will not be available.
- The stipend for this internship is \$8,500 for the academic year, to be disbursed in two increments (end of fall and end of spring semesters).

About the Department

College of Science and Engineering Student Services provides future and current undergraduate students holistic support to promote student success, meaningful engagement, and personal and professional development. With diversity, equity, inclusion, and social justice at the forefront of all services, programs, and initiatives, we continuously strive to create access to opportunities, enhance inclusive environments, and identify and remove barriers for students. CSE Student Services is made up of more than 30 staff employees within the following units: Academic Advising, Career Services, Student Engagement, DEI, Women in Science and Engineering (WISE), International Programs, Youth Programs, Recruitment and Admissions, and Undergraduate Scholarships; and is led by the Associate Dean for Undergraduate Programs.

Collegiate Life services include the Diversity and Inclusion program, Women in Science and Engineering program, K-12 Outreach, Scholarships, Student Engagement, and student group activities.

To Apply

- The priority application deadline is Sunday, May 7, 2023, by the end of the day. Early applications are encouraged. Interviews will be conducted on a rolling basis until the position is filled.
- A complete application will include a resume, cover letter, and the names, titles, email addresses, and phone numbers of 3 people who can provide professional references.
- In your cover letter, please identify why you are interested in a student engagement and DEI internship with the College of Science and Engineering
- Applications are accepted via email to Ben Koch at koch0137@umn.edu.