

## **Graduate Community Engagement Intern – Simmons College**

Simmons College is a highly respected, small university with a cherished history of visionary thinking and social responsibility located in the Fenway neighborhood in Boston.

This internship will provide support and assistance to the Program Director to strengthen and expand community engagement and service learning for the five graduate schools at Simmons College through the Scott/Ross Center for Community Service. The SRC is nationally recognized for its excellence in community service and service learning. This is an excellent opportunity for graduate students in a higher education program to learn more about civic engagement and college/community partnerships. The focus of the position will be on increasing the number of graduate students involved in civic engagement programs. This is an academic year, approximately 15 hours per week position. Compensation: \$1250 per semester

- Works with student leaders and conducts outreach to graduate student groups and individuals to increase the number of graduate students engaged in community service.
- Oversees select existing community service programs.
- Assists in development of graduate student leadership opportunities and recruits students and serves as a facilitator/advisor.
- Develops community service opportunities for graduate students with existing and new community partners.
- Researches and produces reports on service learning and community service programs, may include benchmarking and evaluations and as needed grant writing.
- Provides assistance on special projects and Center wide initiatives such as Global Service Day, President's Honor Roll, and the Annual Report.

### **Qualifications/Requirements**

- Responsible and motivated individual
- Interest in the non profit sector
- Enrollment in a graduate degree program in higher education or related field
- Excellent interpersonal, communication, and leadership skills
- Ability to work collaboratively with a diverse body of students and staff
- Ability to prioritize and multi-task a variety of responsibilities
- Solid knowledge of MS Word, Excel, Access (training could be provided) and Publisher

Submit a resume and cover letter to Carolyn Grimes, Program Director Graduate Community Engagement and Service Learning, Scott/Ross Center for Community Service, Simmons College, 300 The Fenway, Boston, MA 02115 or [carolyn.grimes@simmons.edu](mailto:carolyn.grimes@simmons.edu).