Graduate Student Intern: Undergraduate New Civic Engagement Initiatives – 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 strengthen and expand community engagement and service learning through the Scott/Ross Center for Community Service (SRC) at Simmons College. 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 assisting the Associate Director, Undergraduate Service Learning on new civic engagement, college access and cultural competency programs. This is an academic year, approximately 12 - 15 hours per week position. Compensation: $1250 stipend per academic year.

- Support new Honor Civic Engagement Program. This includes creating policies and procedures for students, aiding with student placements, and monitoring program for sustainability.
- Continue college access and success programming for community organizations and families. This includes at least two evening workshops per semester and a weekend workshop run by service-learning students.
- Support work with building a cultural competency program. This includes a training program, civic reflections, and focus groups with community partners.

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 Desirae Simmons, Associate Director Undergraduate Service Learning, Scott/Ross Center for Community Service, Simmons College, 300 The Fenway, Boston, MA 02115 or desirae.simmons.edu