Graduate Internship for the Office of Student Engagement  
Division of Student Development  
Massachusetts College of Art and Design  
Academic Year 2021-2022

In pursuit of the College’s Mission Statement, Student Development has two primary objectives: to strengthen partnerships throughout MassArt and the Colleges of the Fenway (COF); and to support and complement academic pursuits through the development of each student in regards to respecting diversity, cultivating creativity, promoting individuality, honoring integrity and maintaining safety.

Our charge is twofold: to nurture the development of students as creative individuals through support services which meet their educational, personal and social needs and to engage them in a safe, respectful, collegial and diverse community of artists, designers and art educators. Our inspiration and challenge is to address issues that affect a diverse student body within a multicultural city, striving for a global education.

Our efforts are driven by respect for individuals, the MassArt community and the community beyond the College. We strive to create reciprocal relationships which help empower our students to recognize and realize their potential as artists, leaders and citizens.

**Primary Responsibilities to:**  
Office of Student Engagement

**Secondary Responsibilities to:**  
Division projects

**Office of Student Engagement Mission Statement:**  
The Office of Student Engagement assists students in their adjustment to the MassArt community and provides services to students that contribute to their academic and co-curricular success. In addition, the office fosters the development of students' leadership, professional and artistic skills in order to become contributing members of society through offering educational and social programs, trips and opportunities to become involved in the MassArt and surrounding communities.

**Responsibilities:**

- Advise the student Volunteer Coordinators  
  - Attend weekly Volunteer Coordinator meetings  
  - Advise students in the selection and coordination process of programs with external partners  
  - Oversee marketing of Volunteer programs to the student body
• Co-advice the MassArt Activities Council (MAC Board); MassArt’s student programming board
  o Attend weekly MAC Board meetings
  o Meet weekly with MAC Co-Chairs
  o Ensure a robust calendar of events that represent a diverse student body
  o Oversee marketing of MAC events
  o Possibility of attending NACA Regional Conference as MAC Advisor in November

• Coordination and implementation of the annual student leadership awards process; including solicitation of nominations, oversight of selection committee and logistics of the Student Leadership Awards Ceremony

• Assist in the advisement of MassArt’s SGA-recognized student organizations; specifically working with student organizations to assist with the planning of on and off-campus events and trips

• Other duties as assigned

**Supervision**
Supervised by the Senior Director of Student Engagement

**The ideal candidate:**
• Will have a Bachelor’s degree and will currently be enrolled in a Higher Education/Student Affairs Master’s Program
• Will understand and support the mission of the College, division and department
• Will possess excellent written and verbal communication skills
• Has experience with presentations and group facilitation
• Has a commitment to co-curricular opportunities
• Will have experience working with college-aged students
• Will possess flexibility and willingness to work both weekend and evening hours

**Compensation**
We are looking for someone who is willing to make a one-year commitment.
Paid hourly at $13.50 (fall) and $14.25 (spring)
20hr/week; $5,000/semester

**Application**
Please contact Laura Flynn at laura.flynn@massart.edu