

Student Engagement Graduate Internship
Department: Student Development - Wellesley
Location: Wellesley Hills/Framingham

Apply: <https://mbcc-mass.csod.com/ux/ats/careersite/1/home/requisition/56?c=mbcc-mass>

MassBay fosters educational excellence and academic success to prepare students for local and global citizenship, to meet critical workforce demands of communities, and to contribute to the region's economic development.

Massachusetts Bay Community College values diversity, inclusion, and collaboration. We strongly encourage members of underrepresented communities to apply to join our community.

Located in Greater Boston, MassBay is a comprehensive, open-access community college offering associate degrees and certificate programs on three campuses in Wellesley Hills, Framingham, and Ashland, Massachusetts.

Position Summary:

Club & Organization Support:

- Maintain the tangible & online resources for Student Club & Organization Leaders & Advisors;
- Assist in planning and implementing the Club & Involvement Fair;
- Assist in the planning and implementation of the Club Registration Process;
- Assist in the planning and implementation of the New Club Proposal Process;
- Provide support to the Student Clubs & Organizations by helping them with event planning and required forms, and advertising to interested students;
- Help to plan and implement student club/organization and advisor trainings;
- Work with the Coordinator & Assistant Coordinator of Student Engagement to build and expand the quality of programs and services offered to student organizations and their advisors.

Programming & Event Planning:

- Initiate and organize responsive programming for the diverse population of students at MassBay;
- Provide support in the development, coordination, evaluation and assessment of Student Engagement programming including campus wide events, such as the First Six Weeks Program initiatives, IMPACT Awards, Welcome Events, Study Break Programs, etc.;
- Assist with the creation and implementation of social media posts and event marketing;
- Support efforts to coordinate and advertise a calendar of events & weekly newsletter;
- Work with the Coordinator & Assistant Coordinator of Student Engagement to provide support & guidance to the Student Government Association;
- Assists in the development of new and creative strategies to increase student involvement on campus;
- Work with professional staff to book programs with artists and agents and make necessary contractual arrangements for performances, within guidelines of the state and the College.

Additional Responsibilities for All Interns:

- Help to create and implement a variety of campus programs;
- Be culturally responsive to individual needs and identities;
- Dedication to being anti-racist and embracing a community free of bias;
- Serve as a liaison between the Office of Student Engagement and the campus community;
- Provide excellent customer service to anyone utilizing the services provided by the Office of Student Engagement;
- Attend weekly 1:1 meetings with your direct supervisor;
- Attend weekly staff meetings if schedule permits;

- Other duties as assigned.
- Commitment to Equity:
- Support MassBay's commitment to the Equity Agenda;
 - Collaborating with faculty, staff, and students on the College's strategic initiatives dedicated to closing the equity gap related to student outcomes;
 - Support MassBay's commitment to being anti-racist; embracing a community free of bias and inequality;
 - Contribute to discussion and review of applicable College policies with a critical lens toward diversity, equity and inclusion.

This list is not to be considered all-inclusive. A supervisor may assign other duties as required to meet the needs and foster the mission of the College.

All employees of MassBay are expected to work collegially and collaboratively within a community that values and celebrates diversity.

Required Qualifications:

- Enrolled in a Higher Education, Student Affairs or related graduate program;
- Ability to work independently and as part of a collaborative team;
- Commitment to creating and supporting an inclusive campus community;
- Excellent verbal and written communication skills;
- Demonstrated commitment to student involvement and leadership development;
- Ability to manage multiple tasks efficiently;
- Ability to serve as an ethical role model for peers;
- Must be able to work a minimum of 10 hours (2 days) per week.

Additional Information:

Salary: \$15.00 per hour

Classification Type: Temporary Employee

Application Deadline: June 7, 2021 or thereafter until filled.

Hiring is subject to state appropriation funding.

Final candidates are required to provide sealed transcripts and/or certifications.

Hiring is contingent upon a successful CORI clearance.

Massachusetts Bay Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's for Affirmative Action and/or Title IX Coordinator, Lisa MacDonald, Director of Equity Compliance, Imacdonald@massbay.edu, (781) 239-3147, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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