

Jenez Graduate Intern for Communications and Engagement, Office of Student Wellbeing

Divisional and Position Overview

A signature initiative for the Division Student Life (DSL) is to make MIT known for its culture of wellbeing. To achieve this goal, DSL will provide support services that are robust and accessible to all students, educate the campus community about prevention, and create virtual and physical spaces that promote wellbeing.

The Jenez Graduate Intern for Communications and Engagement will be an integral member of the Office of Student Wellbeing and the Student Support and Wellbeing team in the Division of Student Life. This fall, MIT will operate in a hybrid learning environment with over three-quarters of our undergraduate students engaging in learning and community building remotely, away from campus. Working closely with the Assistant Dean, Student Support and Wellbeing, the Graduate Intern will help develop the Office of Student Wellbeing communication strategy related to student wellbeing and support services. This will include planning, implementing, and assessing creative digital, print, social, campaign, and other communication initiatives that increase the awareness and understanding of issues that affect student wellbeing. The Graduate Intern will work closely with campus partners to strategically infuse messages that promote wellbeing into campus programs, events, and initiatives.

Terms of Appointment and Conditions

- The appointment for the Graduate Intern runs from approximately September 15, 2020 through July 31, 2021. It is a one-year appointment with the opportunity for a second-year renewal following a mid-year review.
- MIT administrative staff are currently working remotely through the end of the fall 2020 semester. Candidates who are able to work standard business hours (9:00 AM – 5:00 PM ET) are invited and encouraged to apply.
- The Graduate Intern is expected to work 20 hours/week, including some after-hours and weekend events, programs, and meetings.
- The Graduate Intern will be provided with a one-time stipend of \$18,000
- The Graduate Intern is also provided with a monthly MBTA Link Charlie Card, academic credit if approved by their graduate program, and opportunities for professional development.

Role Responsibilities

- Contribute to the development, execution, and regular assessment of a communications and marketing strategy that promotes individual and community wellbeing
- Create print and digital (social media, web, and video) campaigns that promote student wellbeing
- Collaborate with campus partners to provide or develop materials that support their student wellbeing programmatic efforts
- Identify creative and effective ways to infuse and promote MIT's pillars of wellbeing (mind, body, relationships, purpose) in communications and messaging strategies
- Create and maintain websites using Drupal and WordPress
- Assist in conducting focus groups, administering surveys, and facilitating meetings with stakeholders to assess wellbeing communication initiatives
- Assist with the preparation of regular reports, communications and presentations for Student Support and Wellbeing



Qualifications

- Enrollment in a graduate program (full-time or part time) at an accredited institution of higher education is required. Candidates from higher education, educational leadership, student affairs, student development, health education, public health, or relevant fields are preferred
- Must be able to work with a variety of community members, including undergraduate and graduate students, faculty, and staff
- Strong commitment to diversity, equity, and inclusion
- Strong organizational, written and oral communication, and facilitation skills required
- Must demonstrate self-motivation, attention to detail, and ability to meet deadlines
- High energy level, the ability to work independently and with others, and an eagerness to generate ideas
- Experience with HTML/CSS and web content management systems including Drupal and WordPress
- Experience with Adobe Creative Suite, Microsoft Office Suite, YouTube, and social media platforms

Supervision

- The Graduate Intern will be supervised by the Assistant Dean, Student Support and Wellbeing.

Application Instructions

To apply, please send the following to wellbeing-grad@mit.edu with subject line “Grad Intern Application”:

- Resume and cover letter in PDF Format
- One sample of your creative work. This can be anything that you choose including a writing piece, digital design file, or video.

