

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2024-25**



Position Title:	Community-Engaged Learning Graduate Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	St. Catherine University
Institution Description:	<p>As the largest Catholic women's university in the nation, St. Catherine University's mission is to educate women to lead and influence. We are founded on the charism of the Sisters of St. Joseph to reflect the "profound love of God and neighbor without distinction." Social justice, integrity, and community are included among the university's core values.</p> <p>St. Catherine University enrolls approximately 3,900 students at all degree levels, ranging from associate degrees to doctoral degrees. Undergraduate students take classes in either the College for Women or the College for Adults. The College for Women serves women and non-binary students in a traditional college setting, while the College for Adults enrolls students of all genders, who might be returning to college to complete degrees or starting degrees while working full time. We are a Minority Serving Institution with a large number of first-generation college students. While many students live on campus, we also have a large commuter population in the College for Women; in the College for Adults, some students live outside the Twin Cities.</p>
Supervisor:	Director, Community Work and Learning
Department Description:	<p>Community Work & Learning (CWL) builds connections among community members, students, faculty and staff so we can learn from each other and work together for social justice. Through mutually beneficial partnerships with more than 60 organizations, we support curricular and co-curricular opportunities for students to deepen their learning through hands-on work and reflection. Our programs include community-engaged learning courses, paid student employment programs, and civic engagement. CWL is part of the Office of Scholarly Engagement, which also includes the Antonian Honors Program, Collaborative Research, Competitive Fellowships, and Global Studies.</p>

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> 12 Months</p> <p>Start Date: Prefer June 2024 but flexible</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Week Hours: Approx. 10</p> <p>Payment Frequency: TBD</p> <p>Additional Notes: Stipend of \$8,000 for 12-month position</p>
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POSITION DESCRIPTION & RESPONSIBILITIES

The Graduate Intern will support the integration of community-engaged learning into all sections of The Reflective Woman (TRW), a required first-year course in the St. Catherine University core curriculum. TRW welcomes students to St. Kate's and provides a foundation for their development as social justice leaders.

Duties include:

- Collaborate with projects and initiatives that connect our campus to the broader community, including the [Welcoming the Dear Neighbor?](#) research project, the [St. Kate's Empty Bowls Project](#), and the [St. Kate's/ CSJ Food Access Hub](#)
- Manage the logistics of first-year students' engagement with these partners
- Give class presentations and facilitate reflections about community-engaged learning and social change
- Introduce first-year students to the other High Impact Practices offered through the Office of Scholarly Engagement
- Support undergraduate students in providing peer leadership to first-year students doing community-engaged learning

- Collaborate with CWL staff and Core faculty to improve and build on this initiative. For example:
 - Develop a more robust peer leader program
 - Connect this work to other student experiences and programs at St. Kate's
 - Enhance our work with online students
 - Explore and develop new community partnerships
- Contribute knowledge of student development, social justice, and/or trends in higher education

This is a relatively new project, and we are excited about how community-engaged learning can increase students' sense of belonging and motivate them to engage with social justice work. We have been publishing and presenting on this project and would invite the Graduate Intern to collaborate on those publications and presentations if that interests them.

QUALIFICATIONS

Required qualifications:

- Demonstrated commitment to social justice
- Experience working with diverse populations
- Ability to manage logistics using Google suite tools, including Google Sheets, Forms and Calendar
- Strong organizational and time management skills
- Excellent oral and written communication skills
- Ability to work independently and as part of a team

Preferred qualifications:

- Experience with community engagement, experiential education, and/or non-profit work

APPLICATION PROCESS & REQUIREMENTS

- **Contact Name:** Sophie Hunt
- **Address:** 2004 Randolph Ave
- **Phone:** (651) 690-8120
- **Email:** sbhunt311@stkate.edu
- **Materials Needed:** Resume required; cover letter welcome

INSTRUCTIONS FOR APPLYING: PLEASE SEND MATERIALS TO SOPHIE HUNT (SBHUNT311@STKATE.EDU)

ANTICIPATED TIMELINE FOR SCHEDULING INTERVIEWS: WITHIN TWO WEEKS OF RECEIVING APPLICATION