Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2023-24

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<th>Position Title:</th>
<th>Graduate Intern - Community-Engaged Learning, St. Catherine University</th>
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<td>Type Of Position:</td>
<td>☒ Graduate Assistantship ☒ Paid Internship ☐ Unpaid Internship ☐ Special Project</td>
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<td>Institution Name:</td>
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Institution Description: St. Catherine University educates women to lead and influence, appreciate global perspectives, and advocate for social justice. All of our students — the women across the University and the men in our adult and graduate programs — proudly benefit from a women-centered learning environment that celebrates the liberal arts. With two beautiful campuses in St. Paul and Minneapolis, St. Catherine University is home to nearly 5,000 students in a wide array of disciplines and degree levels. At its heart, the College for Women and the legacy of its founders (the Sisters of St. Joseph of Carondelet) informs every facet of the University.

Supervisor: Associate Director, Center for Community Work and Learning

Department Description: The Center for Community Work and Learning (CWL) facilitates meaningful engaged learning through community-engaged courses, student employment programs, and civic engagement. Through mutually beneficial partnerships with more than 80 organizations, we provide opportunities for students to practice critical and creative thinking, living out St. Kate’s values of social justice and leadership. CWL is part of the Office of Scholarly Engagement.

Appointment: ☒ Academic Year ☒ 12 Months

Start Date: We prefer a summer start but could also start in September

Compensation: ☒ Stipend ☐ Hourly Wage ☒ Parking Provided ☐ Professional Development Funds

Remuneration:
- Week Hours: 15-20 hours
- Payment Frequency: (weekly, biweekly, other)

Additional Notes:

Position Description & Responsibilities

The Graduate Intern will work 15 - 20 hours per week with the Center’s Associate Director and Community-Engaged Learning Coordinator to support the second year of a pilot initiative to incorporate community-engaged learning (CEL) into St. Catherine University’s first-year core course, The Reflective Woman (TRW). This initiative offers first-year students a hands-on experience working for social change, a value that is central to St. Kate’s mission. It also lays groundwork for later engagement with the community in the curriculum and co-curriculum and ensures that all students in the College for Women have access to the high-impact practice of community-engaged learning.

Depending on the interests of the intern, this work may involve (but is not limited to):
- Managing the coordination of multiple sections of TRW
  - Working with faculty and community partners to develop community engagement experiences for students that enhance their course learning
  - Managing the logistics of individual and whole class experiences at partner sites
  - Assisting students, faculty, and community partners to problem-solve if issues arise
  - Distributing and analyzing evaluations sent to students, faculty and nonprofit community partners at the end of each term (managed in Qualtrics)
- Leading presentations to TRW classes
  - Presenting to classes about our office and community engagement opportunities
Facilitating lessons and reflections surrounding the community-engagement experiences
- Mentoring a team of student workers/ peer mentors to support this work
- Supporting the planning of the next phase of the initiative
  - Enhancing and refining the curricular module based on evaluations and research into the best practices of CEL in the first-year curriculum
  - Convening panels and discussions, seeking grant opportunities
  - Connecting with other colleges and universities that offer first-year CEL opportunities
  - Developing new community-engaged experiences

**Qualifications**

- Demonstrated commitment to and experience with service-learning/ community-engaged learning, experiential education, internships, community based research and/or non-profit work
- Commitment to social justice
- Strong interpersonal, organizational, and administrative abilities
- Excellent oral and written communication skills
- Experience and commitment to working with diverse university and community populations (St. Kate's student population is predominantly female and 40% of undergraduates identify as students of color)
- Ability to work independently and as part of a team
- Ability to handle multiple projects at one time

**Application process & requirements**

- **Contact Name:** Sophie Hunt
- **Address:** 2004 Randolph Ave
- **Phone:** (651) 690-8120
- **Email:** sbhunt311@stkate.edu
- **Materials Needed:** Cover letter and resume

Instructions for applying: Please send cover letter and resume to sbhunt311@stkate.edu

Anticipated timeline for scheduling Interviews: Within two weeks of receiving application