

**Leadership in Student Affairs M.A. Program**  
**Graduate Assistantship or Internship Position 2019-20**



<b>Position Title:</b>	Graduate Intern, Center for Community Work and Learning
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	St. Catherine University
<b>Institution Description:</b>	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.
<b>Supervisor:</b>	Associate Director, Center for Community Work and Learning
<b>Department Description:</b>	The Center for Community Work and Learning (CWL) facilitates student leadership and positive community impact through service-learning and student employment. Each year our staff of 4 works with over 90 service-learning courses, 125 community organizations, and 1,800 students.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months (we are flexible. Any time between June and September works for a start	<input type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: Payment Frequency: (weekly, biweekly, other) Additional Notes:

<p><b>Position Description &amp; Responsibilities</b></p> <p>The Graduate Intern will work 10 - 15 hours per week with the Center’s Director, Associate Director and Coordinator on service-learning/community engaged learning (CEL) coordination for course. This may involve (but is not limited to):</p> <ul style="list-style-type: none"> <li>Managing the coordination of multiple service-learning/CEL courses               <ul style="list-style-type: none"> <li>Working with faculty and nonprofit partners to develop community engagement experiences for students that enhance their course learning</li> <li>Placing of students at their service-learning/CEL non-profit organizations</li> <li>Assisting students, faculty and community partners to problem solve if issues arise</li> </ul> </li> <li>Visiting community partner organizations to discuss possible service-learning/CEL collaborations</li> <li>Presenting to classes about our office and community engagement opportunities</li> <li>Distribution and analysis of evaluations sent to students, faculty and nonprofit community partners at the end of each term (managed in Qualtrics)</li> <li>Assistance with organizing community engagement workshops for faculty audiences</li> <li>Assistance with Campus-wide civic engagement initiatives. This may include voter engagement and our annual Citizen Katie day of service for students, staff, faculty and alums in October.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Demonstrated commitment to and experience with service-learning, experiential education, internships, community based research and/or non-profit work</li> <li>Commitment to social justice</li> <li>Strong interpersonal, organizational, and administrative abilities</li> <li>Excellent oral and written communication skills</li> <li>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)</li> <li>Ability to work independently and as part of a team</li> <li>Ability to handle multiple projects at one time</li> </ul>
<p><b>Application process &amp; requirements</b></p>

- **Contact Name:** D'Ann Urbaniak Lesch
- **Address:** 2004 Randolph Avenue, St. Paul, MN 55105
- **Phone:** 651 690 6922
- **Email:** dulesch@stkate.edu
- **Materials Needed:** Cover letter, resume, and 2-3 references

**Participating At Visit Day:** X yes  no

**Will Schedule Interviews on Campus for another date:** X yes  no