

## **2019-2020 Community Service Center Graduate Intern**

The Community Service Center (CSC) is Boston University's welcoming space for service, leadership, education, and reflection initiated by students in solidarity with our neighbors and community partners. Together, we aim to provide the Boston University community with opportunities to address and improve the critical concerns of Greater Boston; to support and encourage students to make a difference; to serve as a vehicle for personal growth and leadership; to be active and responsible members in neighboring communities; to broaden the scope of the educational experience through service and reflection; and to serve Greater Boston in a meaningful and mutually beneficial way.

### **Overview:**

The graduate intern (GI) supports the growth and efficacy of student-led community action and reflection programs at Boston University. The GI works closely with undergraduate student leaders, assisting them in developing leadership skills, exploring and understanding social justice issues, accessing community service resources, and making connections in the Greater Boston community with the support of and in collaboration with the CSC director, assistant director, Office of the Dean of Students and other campus colleagues, and community partners. Page 2 contains outlines of tasks specific to summer interns and academic year interns.

### **Appointment:**

The CSC graduate internship is open to all graduate students at Boston University. Opportunities may be available for graduate interns to work for summer, for the academic year, or both. In addition to the paid hours listed below, many responsibilities will require evening and weekend hours. Compensation will be \$15 an hour (subject to financing and approval) for up to 20 hours per week, September 3, 2019 – May 15, 2020. Candidates and the CSC will benefit greatly from starting earlier than the listed dates, if able and eligible.

### **Candidate Qualifications:**

#### *Minimum requirements:*

- Enrollment in a master's granting program at Boston University.
- Demonstrated leadership experience in student advising, mentoring, and organizing.
- Experience working with community organizations.
- Willingness to facilitate and engage in challenging organizational and social justice conversations and reflections.
- A passion and vision for the community engagement mission of the Community Service Center.
- Availability for the listed time periods.
- Good academic, financial, and judicial standing with the University, completion of student EverFi online sexual misconduct training, and successful completion of a CORI background check.

#### *Strong candidates will also excel in the following skills:*

- Having and articulating passion for social justice, community development, education, action, and reflection.
- Conversation and critical reflection facilitation
- Communication and observation
- Organization and planning
- Working as a member of and leading a team
- Problem solving, troubleshooting, and crisis management
- Holding students and staff accountable for responsibilities and commitments
- Giving and receiving critical and constructive feedback
- Self-care and reflection

**Academic Year Intern Responsibilities:**

- Up to 20 hours per week, \$15/hour, September 3, 2019 – May 15, 2020, during regular university operations.
  - 20 hours per week is typically divided:
    - 15 scheduled office hours for staff/office supervision and meetings, projects, tasks, etc...
    - 5 flex hours for project working time, team meetings, supervision of or participation in evening and weekend events, etc...
  - Intern is invited to start work earlier than September 3.
  - Intern is able but not required to work during finals periods and winter intercession.
- Advise and mentor undergraduate program managers leading service and reflection programs that may pertain to child and youth development and empowerment, the environment, LGBTQ communities, elders, and people with diverse abilities.
- Support communication, public relations, social media, video, and photo initiatives pertaining to community outreach programs and social justice initiatives.
- Assist program managers in the recruitment of community partners and volunteers, management of student volunteers, planning of special events and service opportunities, and development and implementation of education and reflection programs that enrich and empower both students and communities.
- Lead monthly program manager meetings, including discussions of logistics, volunteer and program management, and social justice issues. Fall meetings will be the following Fridays, 5-7 pm: 9/20, 10/25, 11/15, 12/6.
- Support a clean, welcoming office space, including management and ordering of supplies.
- Oversee the processing of volunteer CORI forms.
- Contribute to the development and implementation of a safe and successful volunteer transportation program, including managing and driving CSC 7, 10, and 12 passenger vans.
- Participate in major CSC events and initiatives, including Parents Weekend, Alumni Weekend, fall and spring program manager retreats (Fall retreat is September 7-8, 2019), First-Year Student Outreach Project staff recruitment and training, and Global Days of Service.
- While not required, interns are invited to volunteer (unpaid) as a chaperone for Alternative Service Breaks program.
- Other relevant projects and responsibilities as assigned.

**Apply:**

Please submit a cover letter, resume, and list of three references to [zkhobbs@bu.edu](mailto:zkhobbs@bu.edu). In your email message, please also include your academic program, program start date, and intended date of graduation.

The position will remain posted until filled. We intend to begin interviews on a rolling basis after April 1, 2019.