



UNIVERSITY OF MINNESOTA ROCHESTER

Student Life Graduate Intern: Community Engagement Advisor

This position is intended as a collaborative role to support multiple departments within the Student Life team as well as an educational and professional opportunity for a graduate student. The graduate student reports directly to the Career and Enrichment Coordinator

Duties and Responsibilities

Civic Engagement—40%

- Work with the Director of Community Engagement and Career Development on promoting student civic engagement and voting requirements.
- Plan and implement tabling and events related to voter registration, voting access, and state and local election processes.
- Assist with hosting civic engagement partners, including the League of Women Voters, candidates, and student groups.

Community Engagement Partnerships—20%

- Organize and advise the Community Day of Service planning committee.
- Foster and reach out to community partners for Community Day of Service volunteer locations.
- Lead the Community Day of Service set up, event, and clean-up.

Student Activities and Orientation—20%

- Work with Assistant Director of Student Activities on cross promoted Student Activities and The HUB programs and Initiatives, including the Involvement Fair and Multi-space Community Conversations.
- Assist with summer Orientation planning and activities as needed.

Living Learning Communities — 10%

- Assist the Living Learning Communities Coordinator with programming planning and implementation, particularly during Orientation.
- Assist with Community Mentors community involvement, guest speakers, and volunteer opportunities during the year.

Team/Campus Collaboration—10%

- Participate in other committees, projects, and assignments based on interest and educational need.
- Attend regularly scheduled Student Life Meetings as able based on the agreed upon intern schedule

Days and Schedule:

This position is 10 hours per week, but additional hours may be possible based on intern availability and needs of the university. Prior approval from the graduate intern supervisor is necessary prior to working beyond the 10 hours per week. Flexible weekend and evening commitments will be discussed in advance with the graduate intern supervisor.

Qualifications:

Candidates must have the following minimum qualifications:

- Admission to a related graduate program

Successful candidates may also have:

- Experience in Google applications (including Calendar, Documents, Forms, and Sites)
- A demonstrated commitment to diversity, equity, and intercultural competencies.
- Familiarity with equity-minded strategies for supporting the academic success and wellbeing of students
- Demonstrated experience and understanding of working with private student data and confidential information
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement
- A commitment to knowledge creation and research in higher education

The successful candidate will possess:

- The desire and ability to work in a collaborative, team environment
- An innovative mindset and the ability to operate in a sometimes-ambiguous environment
- The ability to learn and disseminate detailed information using a high level of interpersonal skills
- Demonstration of UMR values: human potential, diversity and inclusivity, community, evidence-based decision making, and respect.
- Excellent oral and written communication skills
- Self-motivation, excellent time management, and organization skills

- Experience utilizing a diverse range of technologies
- Capacity to work occasional evenings and weekends