

Student Engagement Graduate Intern

Summary: The Student Engagement Graduate Intern's overall mission is to enrich the co-curricular experience of students at Queens University of Charlotte. This role establishes and maintains an active, highly visible, and deeply engaged presence to sustain and grow strong collaborative relationships with students, university faculty and staff. Primary responsibilities include helping with registered clubs and organizations and providing exceptional programming to the campus community. This part-time, 20 hours a week Graduate Intern position reports to the Assistant Dean for Student Engagement and begins on July 1, 2022.

Essential Learnings and Application of Learning

Programming

- Learn and assist in strategic planning of campus-wide programming, in conjunction with the Assistant Director of Student Engagement
- Learn and host at least two (2) programs a semester in collaboration with campus partners
- Learn and coordinate communication and marketing of Student Engagement programs
- Learn and build and advise the Commuter Club
- Learn and advise one Campus Union Board sub-committees

Registered Clubs and Organizations

- Learn and participate with creating and updating of online training resources
- Learn and help with Student Organizations, Support Services, and Office Support
- Learn and help create intentional branding and marketing to promote the office and its features
- Learn and assists student organizations with day to day tasks such as budget management

Residence Life (On-Campus Housing Required; see below)

- The Graduate Intern learns and applies their knowledge to serve in an on-call duty rotation, responding to student crises and emergencies. This necessitates the Intern being on-campus and available on nights and weekends and within 15 minutes of campus when serving as the staff member on-call.
- Due to the nature of this role, the Graduate Intern is required to live on-campus and must sleep and live-in the assigned room and building.
- Graduate Interns are considered mandatory reporters under Title IX and the Clery Act.
- Graduate Interns are expected to abide by and report violations of all local, state, and federal laws and regulations.
- Graduate interns are expected to assist with residential move-in and closing of the Residence Halls.

Non-essential Duties and Responsibilities

- Other duties and special projects may be assigned to capitalize on learning opportunities
- Assist students and other guests who visit the office

- Learn about the purpose and workings of advisory committees by participating with faculty, staff, and students as needed

Experience, Knowledge, and Skills Required

- Enrolled in a graduate program at Queens University of Charlotte
- Experience that demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of first-generation college students
- Demonstrated commitment to social justice, equity, and inclusion
- Bachelor's degree prior to start date or equivalent combination of education and experience

Preferred Qualifications

- At least one year of experience working as part of a student activities or residence hall or another student affairs functional area
- Possess leadership skills and the ability to work effectively within teams
- Possess effective communication skills to successfully approach people, mediate problem situations, and enforce policies
- Easily approachable, friendly, and able to establish and maintain strong rapport with students
- Ability to use discretion and exercise good judgment
- Must be able to maintain confidentiality of sensitive student information
- Effective community development and programming experience

Application Process

Individuals wishing to apply should submit a **cover letter** and **résumé** to Anita McGill, Assistant Dean for Student Engagement, at McGillA@queens.edu.

To be eligible for this position, you must be accepted into a Queens University of Charlotte graduate program before an offer will be extended.

Remuneration

Below details remuneration for this position, which doesn't include any additional stipend or salary.

Graduate Interns may be employed outside of Queens for part time work as agreed upon with their supervisor, so long as it doesn't interfere with the core learnings of this position.

- This is a mandatory live-in position that includes a rent-free, one bedroom, furnished on-campus apartment including water, electricity, cable, internet, and free on-site laundry. On-campus apartments are pet and partner friendly.

- Graduate Interns are provided with a campus-dining plan during the academic year (10 meals/week, \$450 Lions dollars per year), a stipend for on-campus parking, and membership to the Levine Fitness Center.
- Graduate Interns enjoy flexible scheduling. Time away (e.g., sick and vacation time) to be coordinated with immediate supervisor.
- Graduate Interns are eligible for 2 tuition-free graduate courses per academic semester, including summer if actively serving in the intern role. IMPORTANT: Online graduate programs and classes offered in partnership with external vendors are eligible for partial tuition remission; the Graduate Intern would be responsible for paying 30% of the total tuition for online courses. No tuition remission is available for Cybersecurity Management courses. Tuition for the Master of Fine Arts in Creative Writing and Master of Fine Arts in Creative Writing/Latin America is reduced by 50%.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

The above description is not intended to be an all-inclusive list of learning and application of this position. Rather, they are intended only to describe the general nature of the Graduate Intern opportunity.