Academic Engagement Communications and Events Intern
Paid Graduate or Undergraduate Internship for Fall 2021 and Spring 2022

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid graduate or undergraduate student intern to serve as an Academic Engagement Communications and Events Coordinator. The Academic Engagement Communications Intern reports to the Associate Director for Faculty and Academic Engagement and will work closely with the institute’s Assistant Director for Strategy and Evaluation and Marketing and Communications Manager. The position will focus primarily on research, communications strategy, and outreach to Washington University faculty, academic leaders, and students regarding Community Engaged Teaching and Learning and other forms of community engagement. The position will also provide critical support for academic events.

Responsibilities include, but are not limited to, the following:

Research and Strategy
- Collaborate with Assistant Director for Strategy and Evaluation to systematically collect and evaluate information about faculty/academic needs and interests around Community Engaged Teaching and Learning and other forms of community engagement
- Conduct a university-wide audit of communications outlets for faculty/academics and research best practices for communications geared toward this audience
- Assess and make suggestions for improvement in communications and outreach strategies tailored to faculty/academic and student audiences
- Streamline and continue to build faculty/academic listserv for internal use
- Collaborate with the Marketing and Communications Manager to build a year-round communications strategy and timeline for sharing information about Community Engaged Course offerings, Civic Engagement Fund grants, workshops, and other resources available to faculty and students, as well as storytelling on successes and outcomes of this work
- Benchmark faculty resources available online at other universities/colleges

Writing and Outreach
- Contribute content aligned with academic engagement to the Gephardt Institute’s website, monthly newsletter, quarterly Catalyst newsletter, and email communications
- Document and write stories, successes, and reflections from Community Engaged Courses and events to share through communications
- Support dissemination of messages through partnering offices by contributing to other newsletters, requesting that colleagues forward email communications to their constituent groups, and in-person outreach
- Manage annual updates to course listings for university Bulletin and on institute’s website

Project and Event Management
- Develop and monitor planning timelines for Philanthropy Lab, Information Literacy Learning Community, and special events that engage faculty/academics and students
- Offer and document ideas for improvement to events and planning procedures
- Coordinate event material needs (program, signage, catering, etc.)
- Prepare communications before and after events and monitor RSVPs as needed
- Assist Associate Director for Faculty and Academic Engagement with additional projects as needed
Serve as an essential member of the Gephardt Institute staff:
- Attend kick off staff retreat and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and update the Coordinator manual each semester.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates
- Superior writing and editing skills with attention to detail
- Excellent interpersonal and organization skills
- Initiative and professionalism
- Interest in academic civic and community engagement
- Ability to manage plans and work under frequent deadlines
- Commitment to team approach
- Flexibility and creative problem-solving skills
- Tolerance for ambiguity

Time Commitment
Weekly time commitment may fluctuate depending on responsibilities. The intern is expected to work approximately ten hours per week. Hours are flexible based on student’s schedule, occasionally include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. All Gephardt Institute interns are expected to attend a retreat that is scheduled at the beginning of the semester. Ideally the Coordinator will be available for transition meetings beginning in April 2021.

Duration
This position is for fall 2021 and spring 2022.

Eligibility
Washington University undergraduate, graduate and doctoral students are eligible to apply. Applicants must be in good standing with the university and cannot be on academic probation. Preference is given to Federal Work Study eligible applicants, but all students are encouraged to apply.

Remuneration
$10.50 (undergraduate)-$12.00 (graduate) per hour, paid bi-weekly.

Application Process
To apply, please complete a staff application form through the Gephardt Student Internship Program website and submit a resume. Curriculum samples can be included and will be requested of finalists who are invited to interview. If you have any questions about the position or process to apply, please contact the Chief of Staff, Shruti Desai, at shrutipdesai@wustl.edu. Undergraduate applications are due Monday, February 8th and graduate applications are due April 5th.