



## CSHPE Internship Job Description

2024-2025

**Program/office name:** Global Scholars Program (GSP)

**Intern’s job title:** Student Engagement Coordinator

**Office location/address:** 3145 North Quad, 105 S State St, Ann Arbor, MI 48109-1285

**Website:** <http://www.lsa.umich.edu/globalscholars>

**Name of supervisor and pronouns:** Ashley Wiseman (she/her)

**How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.)**  
“Dear hiring committee,”

**Supervisor phone number and email address:** 734-764-3573, wisemana@umich.edu

**On-campus at the University of Michigan or off-campus?** On campus

**Hourly salary:** \$20 per hour

**Number of hours per week (must be 10-20 hours per week):** 20

**Approximate percentage of time working directly with students:** 75-90%

**Approximate percentage of time working remotely/virtually:** 30-60%, depending on the week/intern’s preferences

**Is work study required?** No

**Approximate start and end date (e.g., early September 2024 to late April 2025)** August 1, 2024-late April/early May 2025

**Type of internship:**

Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)

Higher Education Administration (e.g., program management, general project coordination, etc.)

Research/Assessment/Evaluation

Other: \_\_\_\_\_

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Access and retention programs		X		
Advising (Academic advising)				X
Advising (Student advising of non-academic issues)	X			
Academic Program Management			X	
Admissions/Recruitment			X	
Alumni Relationship-Building		X		
Assessment/Program Evaluation		X		
Budget Management			X	
Career Services				X

Community Partnership-Building Initiatives			X	
Crisis Management			X	
Curriculum Development/ Instructional Support		X		
Event Planning	X			
Faculty Support			X	
Focus on Diversity, Equity, and Inclusion (DEI)	X			
Focus on Social Justice Issues	X			
Fundraising/Development			X	
Grant Writing			X	
International or Global Education/Study Abroad	X			
Living-Learning Community/Housing	X			
Online or virtual learning and engagement			X	
Marketing/Communications		X		
Multicultural or Identity Programs	X			
Public Speaking			X	
Research			X	
Service Learning/Civic Engagement	X			
Student Activities/ Co-Curricular Programming	X			
Supervision	X			
Tutoring programs				X
Staff training and Development / Human Resources			X	
Teaching/Group Facilitation	X			
Staff/Personnel Development or HR support			X	
Other: Leadership Development	X			


**Job description:**

The Global Scholars Program (GSP) is a living-learning community that prepares undergraduate students (sophomores and above) for culturally responsive global leadership. Our approximately 120 members hold citizenships in dozens of countries and collectively speak over 30 languages, making our community one of the most globally diverse on campus. During their first year of membership, approximately 80 Global Scholars live together in the same residence hall and complete a 2-semester course sequence on urgent global issues, immersed in an ongoing intercultural academic and social experience. About 40 students are selected to return to GSP for a second or third year, serving in one of our student staff or volunteer roles.

GSP seeks a graduate student Student Engagement Coordinator (SEC) to work closely with the GSP associate director and another SEC to co-supervise GSP's second and third-year student staff and volunteers. These student leaders facilitate various educational and community-building activities for the first-year Global Scholars.

The SEC's primary responsibilities fall into the following two categories:

**1) Assisting with Student Leadership and Community Engagement**

Second- and third-year Global Scholars serve in a variety of student staff and volunteer roles, each offering a different pathway for continued intercultural leadership skill development. The SECs help train and co-supervise most of these students, including:

- Four **Resident Advisors**, who provide mentorship and multicultural programming in the residential halls.
- Six **Dialogue Facilitators**, who develop and facilitate cross-cultural dialogues for our first-year members.
- Eight **Special Project Leads**, who coordinate global holiday and tradition events and host the annual GSP Culture Show (fall) and GSP Gala (winter).
- One **Alumnx Coordinator**, who develops content for the GSP Alumnx Newsletter each semester and hosts 1-2 alum events per year.

Additionally, both SECs advise the volunteer **GSP Student Organization (GSPSO)**. This sponsored student organization is governed by a student executive board and is open to all current GSP members.

SECs facilitate student leaders' weekly meetings, developing agendas that help students practice collaboration, purpose-driven event coordination, goal-setting, and self-reflection with culturally-diverse group members. SECs also conduct routine individual check-ins and follow-up with students as needed. SECs take a developmental and educational approach when students show signs of disengagement, difficulty meeting their goals, and/or group dynamics that potentially harm relationships. Finally, SECs serve as a central point person for student-organized events in order to support communication between leadership groups.

**2) Other Projects Depending on the Intern's Interests and Program Needs**

Student Engagement Coordinators assist with additional projects, such as coordinating GSP's annual Global Citizenship in Practice conference and meeting workshops on topics of interest. Previous examples of workshop topics include incorporating GSP into cover letters, resumes, and interview responses and allyship to specific marginalized groups. While time constraints may not allow the SEC to participate in every aspect of the program that interests them, we would be happy to adapt the work plan to meet their needs, skills, and interests.

**This internship is ideal for those who are interested in which areas of higher education?**

- Living-learning programs
- Global engagement
- Multicultural programming
- Intergroup dialogue

- Working with international and transfer students
- Working with and advising student leaders
- Working on student recruitment
- The framework and pedagogy of social justice education

**What skills/knowledge will the intern gain from this internship? (If a position is in school or college, but does *not* require those technical skills, please identify that. For example, to work in the College of Engineering Career Resource Center, students may not need to have a STEM background.)**

The position is devised to help the intern develop their skill sets as future practitioners in higher education. This internship is structured to give the student the maximum amount of responsibility yet have the support and aid of the Associate Director, as well as the rest of the GSP staff. Below is a list of some specific skills/knowledge that the intern could gain:

- Understanding the inner workings of a residential living-learning program.
- Learning the unique characteristics of working for a department that is joint-funded through Academic and Student Affairs.
- Working proactively to promote the understanding of social justice on a global level, inside and outside of the classroom.
- A solid understanding of social justice education pedagogy and how it is put into practice.
- Further understanding their own identity development, a better understanding of how one's own social identities relate to the role of a social justice educator.
- Employing Universal Design for Learning, or best practices for designing learning environments to be as inclusive as possible without the need for retrofit.

**What are the benefits of working here?**

At the Global Scholars Program, there is a strong sense of community between the staff and students. Student Engagement Coordinators are considered valuable members of the staff team and they participate in weekly staff meetings alongside full-time staff. Just as we ask our students to consider the role of culture in the work they do, we embrace opportunities for cross-cultural learning, self-reflection, and professional development among staff.

Additionally, Student Engagement Coordinators will gain direct experience in many different aspects of higher education with the opportunity to take on high levels of responsibility.

**How do you describe your work style as a supervisor?**

My style of supervision is individualized depending on the personality, skills, and needs of whom I supervise; it will most likely differ from person to person. My overall philosophy of supervision is one of challenge and support, where I provide the guidance that is needed to develop and fulfill personal and professional goals. I work within a collaborative environment and expect that staff will acknowledge the importance of all team members and the individual attributes that we all bring to the team. I believe two-way, open communication and constructive feedback is an important and valuable part of a supervisory relationship.

**What are work expectations?**

- Commitment to social justice on a local and global level.
- Understanding of different experiences of domestic and international students in higher education
- Demonstrated ability to work effectively with diverse groups of undergraduate students, faculty, and staff.
- Highly organized, self-motivated, and attuned to details in order to manage multiple projects and thrive in a fast-paced work environment.
- Strong collaboration skills such as the ability to generate ideas and support others' ideas, give and receive feedback, and take initiative.
- Strong communication skills, both written and verbal.
- Preferred experience in programming, either as a student or professional.
- Availability to work some evenings and weekends.
- Willingness to learn new technologies.
- Commitment to providing quality education to undergraduates.

**Optional: Words from previous student intern(s) regarding their experience in this role (please provide no more than a short paragraph)**

“As someone who is deeply committed to dialogue work and social justice education, this internship with the Global Scholars Program has been a defining experience in the way I see myself in this work. While I am not entirely sure where my career path is headed, I am certain that the skills, relationships, and opportunities for professional development that have presented themselves through this internship will contribute tremendously to any number of professions I could land in one day. Through mentoring eager students, building relationships with a committed and brilliant staff, as well as being given space to learn for and about myself through the very work I am facilitating, I cannot imagine a position that would give my time any measure of more meaning.”

“GSP has been a fulfilling and challenging experience both professionally and personally. Professionally: I decided to apply to GSP to interact more directly with students on a regular basis. I was able to do exactly this as I co-supervised a student organization and undergraduate residential staff members. This has been both challenging and fulfilling as I continuously learned how to guide students in making the best decisions to balance their personal lives and community roles. I also found it extremely rewarding to work alongside (we are very collaborative at GSP) CSHPE alums! Ashley and Robbie are great real life examples of future goals. Personally: I was finally back in a space where I feel I can bring and be my FULL self at work. In the past it was exhausting limiting my thoughts and actions around work colleagues. The GSP office staff and community embody so much of what matters most to me (equality, affirming differences of all kinds, encouraging cultural and cross-cultural exploration, just to name a few), that I honestly felt at home even while at work. It made daily tasks and responsibilities easier to complete and energized the sometimes monotony of school work. I could say more, but then there wouldn't be much left for you to discover :)”

**Additional Notes:**