



GEORGETOWN UNIVERSITY

Center for Social Justice Research, Teaching & Service

Title: Justice Graduate Intern, Student Leadership and Training ([GAGE Union](#))

Reports To: Assistant Director, Student Organizations and Leadership, Hope Young

How to apply: information and link to application at <https://csj.georgetown.edu/ce-graduate-assistants>; priority deadline is November 28, 2025

Position Description:

The Center for Social Justice Research, Teaching, and Service collaborates with diverse campus and community partners in its mission to promote and integrate community-based research, teaching, and service into the co-curricular life of the University. CSJ acts as a hub through which students, faculty and staff engage in the work of social justice including activism, advocacy, community-based learning and research, community service, volunteerism and leadership. CSJ offers over 100 programs each year; over 200 students each semester use their Federal Work Study allocation towards a CSJ community engagement position while approximately 1,500 undergraduates have some interaction with CSJ each semester.

The Student Leadership and Training Justice Graduate Intern at the Center for Social Justice Research, Teaching, and Service (CSJ) is a JGI position for a current Master's level graduate student with a strong interest in training on the protection of and respect for vulnerable populations. This position ensures full compliance with experiential learning programming of CSJ by facilitating appropriate training for participating students, faculty, and staff. This position is primarily responsible for facilitating training on the protection of vulnerable populations (in alignment with the university's [Protection of Minors Policy](#)) and helping to organize workshops relevant to students in leadership positions of student organizations focused on social justice.

This position will work alongside an undergraduate Student Coordinator in the realm of Student Leadership & Training to co-facilitate workshops and develop new curriculum. The development and facilitation of learning materials are distributed in person and via a Canvas course. This position is responsible for the moderation of the Canvas board, in addition to tracking the compliance requirements for CSJ student organizations and supporting student leadership initiatives (including organizing workshops and creating informational materials). Reporting to CSJ's Assistant Director for Student Organizations and Leadership, this position is an integral

member of the CSJ team whose work includes Center-wide tasks and includes assignments from diverse CSJ staff members.

The position requires use of a personal computer. This position requires the willingness to work in a busy Center and in a communal work environment. **This position requires willingness to work evenings from 5:00pm-8:30pm at least two days per week.**

This Justice Graduate Intern is part of a cohort of ~14 Graduate Assistants at the Center for Social Justice. JGIs are invited to use the full resources of the Center, including the conference room, supply closet, Commons workspace, and kitchen. Each JGI is assigned a locker in the CSJ for their use.

Required Experience and Skills:

- experience with leading and facilitating trainings
- extremely organized
- excellent written and verbal communication skills, including intercultural communication and communicating with multiple team members and stakeholders
- commitment to social justice
- ability to balance rigorous attention to detail with flexibility and understanding
- familiarity with ethics-based decision making and interest in risk management and trends in compliance protocols
- experience in data visualization and creating infographics using Canva, Campus Groups, Google Slides
- Extensive knowledge of Google platform, including Docs, Excel Spreadsheet, Calendar, and Email; cloud-based file management

Strongly Desired Experience and Skills:

- teaching, classroom facilitation, and/or work with underaged populations
- familiarity with risk management
- interest in leadership development
- interest in holistic student development
- interest in curriculum development and learning design
- interest in the intersections of higher education and community engagement
- basic acquaintance with or growing interest in project management
- experience in the protection of vulnerable populations

Tasks:

- Vulnerable Populations Trainings: The Justice Graduate Intern will learn, adapt, schedule, and facilitate regular trainings on vulnerable populations with alternative break groups; students traveling internationally; community-based learning students and others as necessary; keeping records of PoM trainings and certifications in a central database accessible to individual programs and CSJ as a whole. Communicate with the Georgetown Office of Compliance and Ethics as necessary.
- Leadership Initiatives: This position will work closely with the Assistant Director for Student Organizations and Leadership and the Student Leadership & Training Student Coordinator to curate leadership workshops and other learning opportunities centered around social justice and effective community engagement. This includes identifying and communicating with potential workshop facilitators, creating infographics and learning

materials for student participants, and working with student leaders to ensure that community engagement happens within a social justice framework.

- Canvas Course Moderator: This position will assist the Assistant Director for Student Organizations and Leadership in creating and moderating the *CSJ-ABSO Leadership Development Trainings* Canvas course. This online course will house all relevant resources for protecting vulnerable populations, including institutional policies, DC resources, and more. The development of this Canvas course will continue in hopes of adopting asynchronous tools for further learning for communities that need education regarding minors and other vulnerable populations.
- Student Organization Compliance: This position will coordinate with CSJ student organization leadership to ensure that each student organization meets the compliance requirements. This expectation consists of database management and compliance monitoring and requires consistent communication with students to provide guidance and ensure that all requirements are being met.
- Provide comprehensible reports on the compliance status of student organizations

Compensation/Commitment: no more than 15 hours/week at \$23.36/hour, fall and spring semesters. (As a student and an employee, CSJ anticipates that you will need to adapt weekly hours worked in relationship to the demands of specific times of the school year and CSJ programming.) Opportunities for professional development and skills training. The position requires use of a personal computer. JGIs can fulfill some hours off-site. The position starts after January 7, 2026, flexible with the student's schedule. The last day of work is the last day of classes in May 2026.

Contact:

Questions about the position can be directed to CSJ's Assistant Director for Student Organizations and Leadership, Hope Young, hy526@georgetown.edu.

How to apply: Interested students should submit the application form at <https://csj.georgetown.edu/ce-graduate-assistants/>.

"Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse team of employees. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law."