



CSHPE Internship Job Description

2024-2025

Program/office name: Program on Intergroup Relations
 Intern's job title: Graduate Intern
 Office location/address: 1214 S University Ave Ste B Ann Arbor, MI 48104
 Website: <https://igr.umich.edu/>
 Name of supervisor and pronouns: Meaghan Wheat (she/her)
 How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.) Dear hiring manager
 Supervisor phone number and email address: wheatmeg@umich.edu
 On-campus at the University of Michigan or off-campus? On-campus
 Hourly salary: \$20/hour
 Number of hours per week (must be 10-20 hours per week): 20 hour/week
 Approximate percentage of time working directly with students: 80%
 Approximate percentage of time working remotely/virtually: 20%
 Is work study required? No
 Approximate start and end date (e.g., early September 2024 to late April 2025) Early August 2024 - late April 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
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	
Crisis Management			X	
Curriculum Development or 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
Marketing/Communications		X		
Public Speaking	X			
Research		X		
Service Learning/Civic Engagement				X
Student Activities/ Co-Curricular Programming	X			
Supervision	X			
Teaching/Group Facilitation	X			
Staff/Personnel Development or HR support		X		
Other:				

Job description:

Program Summary

[The Program on Intergroup Relations \(IGR\)](#) is a social justice education program that blends theory and experiential learning to facilitate students’ learning around social group identity, social inequality, and intergroup relations.

[CommonGround](#), a student-run program within IGR, provides workshops for groups of UM students (student organizations, courses, etc.) by request. The workshops aim to raise awareness about social identities, power, privilege, and oppression. CommonGround prepares undergraduate and graduate students to create and facilitate these interactive workshops.

The **Programming Team** is the group of undergraduate student staff and graduate interns that manages program operations and supports the selection, training, and coaching of the student volunteers in CommonGround. Being a member of the Programming Team is an opportunity to work collaboratively with other student leaders who are passionate about social justice education.

IGR is hiring Graduate Intern(s) for the CommonGround program.

Core Responsibilities

The **CommonGround Interns** are members of the **CommonGround Programming Team**, the group of undergraduate and graduate student staff that oversee the programmatic aspects of CommonGround. In addition to serving as members of the Programming Team, the Graduate Interns will also have the following responsibilities.

Core Programming Team Responsibilities

- Support the mission of CommonGround as an active member of the Programming Team.
 - Participate in weekly Programming Team (staff) meetings
 - Co-facilitate workshops, weekly meetings, and training retreats.
 - Assist with marketing, recruitment, and selection of new members.
- Perform administrative tasks and other responsibilities as assigned by the supervisor.
- Commit to a regular 20 hour/week work schedule, with some additional nights and weekends for meetings, events, and retreats.

Additional Internship Responsibilities – You will be responsible for some of the following:

- **Supervising undergraduate staff** – Graduate Interns supervise all of our Workshop Facilitator student colleagues. They also collaborate with the undergraduate members of the programming team.
- **Training & supporting workshop facilitators** – workshop facilitators are student workers who facilitate the requested social justice education workshops. Training and support happen through a training retreat once a semester; bi-weekly meetings to enhance

- facilitators knowledge of social justice issues, activity curricula, and facilitation techniques; and one-on one-coaching.
- **Training & supporting curriculum specialists**– curriculum specialists are student workers who focus on assessing and enhancing workshop content.
 - **Workshop oversight & management** – ensuring individual workshop schedule.
 - **Curriculum Development** – creating/enhancing the activities, exercises, or other content to be used in workshops and trainings.
 - **Marketing/Recruitment** – Overseeing the process of recruiting new workshop facilitators and student coordinators to CommonGround.
 - **Community Building** – Ensuring that students are supported, feel a sense of community, and have a meaningful experience with CommonGround. This includes identifying student needs, planning events, and improving retention.

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

- Diversity, equity, inclusion, social justice
- Developing and facilitating educational trainings, workshops, etc.
- Program development/management
- Leadership development
- High student contact; supporting student learning and engagement

What skills/knowledge will the intern gain from this internship?

- Interns will continue learning how to work effectively in a diverse, team-based, highly collaborative professional environment (making decisions, resolve conflict, etc.).
- Interns will experience a department that is part of both the Divisions of Student Affairs and Academic Affairs.
- The framework and pedagogy of social justice education; the opportunity to put identity development and social justice education theories into practice.
- Interns will engage further in their own identity development, and gain a better understanding of how one's own social identities relate to the role of a social justice educator.

What are the benefits of working here?

The opportunity to be involved with a nationally recognized program that is developing new curricular, co-curricular, and community-based initiatives on an on-going basis. The staff, faculty and students who work with our program are passionate about the work that we do and are continually challenging each other to stay current and knowledgeable about the social issues that are part of society—not to mention that laughter and fun are a part of our everyday lives in IGR.

How do you describe your work style as a supervisor?

Empowerment is essential to my work style as a supervisor. I seek to teach students how to develop the skills that they identify for themselves while challenging them to continuously learn. I strive to support students to meet the learning goals that they set for themselves and that is asked for through this internship. I am understanding of the competing demands that graduate students have, and use this knowledge to shape the internship experience.

What are work expectations?

Expectations for graduate students are that they are willing and able to engage with students at all levels of their educational journey. Schedules can be flexible, but students are expected to make time, in-person and online, to be available to meet the other students that they work with.

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

Additional Notes: