

The Graduate School (TGS) is seeking graduate students for its Diversity and Inclusion internship position, which gives doctoral students the opportunity to support the TGS Office of Diversity and Inclusion. The intern will work in a paid, monthly position on significant projects; interacting with senior leadership and gaining experience in implementing a diversity and inclusion strategy in higher education.

Position Description

TGS seeks an outstanding doctoral student to assist with diversity and inclusion programming and related special projects. The position runs from September 2021 through August 2022. The primary focus of the intern will be collaborating with the Associate Dean of Diversity and Inclusion, ODI team, select TGS staff, campus and external partners in the research, planning, and execution of TGS recruitment and retention events and initiatives.

The intern will work with the Office of Diversity and Inclusion on the specific duties highlighted below. This will be a highly collaborative position, and the intern will work in a team environment with other TGS staff and campus partners, and attend key institutional meetings. As this might sometimes entail exposure to confidential and sensitive matters, confidentiality will be a requirement for the successful working of this internship program.

This position is seven-ten hours per week and pays an incremental monthly stipend during the total academic year.

Principal Duties

- Support the planning and execution of Northwestern's Summer Research Opportunity Program (SROP), an eight-week research experience for undergraduate sophomores and juniors. Serve as an SROP Leader for a cohort of students from June 2022 to Aug 2022.
- Support the planning and execution of Introduction to Graduate Education at Northwestern (IGEN), a two-day campus visit program held annually in the fall for diverse STEM+ students, and the Andrew Mellon Funded Hispanic Serving Institutions Pathways (HSI) Northwestern visitation program.
- Conduct competitive benchmarking research on diversity and inclusion initiatives, retention programs, partnerships, campus visit programs, and events at peer institutions.
- Conduct research on academic programs and student organizations at local, regional, and target schools to improve diversity recruitment pipelines.
- Participate in diversity recruiting events and attend institutional meetings as appropriate.

- Assist with retention programming such as cultural celebration, social justice training, professional development and career planning related projects as needed and as time permits.

Qualifications

- TGS doctoral student in good academic standing that has completed all qualifying exams.
- Strong interpersonal and communication skills required, with the ability to work with a wide variety of personalities.
- Strong analytical and organizational skills, and attention to detail, required.
- Strong research and writing skills required.
- Proficient with Microsoft Office Suite (Word, PPT, Excel) and social media tools required.
- Demonstrated interest in diversity and inclusion organizations, programs, or initiatives preferred.
- Experience in planning programs and/or events preferred.
- Past participation in relevant student organizations at Northwestern preferred.

How to Apply

Interested doctoral students should send a CV (highlighting relevant skills and experiences) and a one page cover letter describing their interest in the position, how it fits in with their career plans, and their previous experience to **TGSDiversity@northwestern.edu** by **August 13, 2021**. Select candidates will be invited to interview with TGS in August 2021. The chosen candidate must submit the permission to work form as confirmation from their faculty and graduate program confirming good academic standing and the ability to accommodate a monthly commitment to the internship.

Categories: Other