Student Engagement Center
The Student Engagement Center aims to provide opportunities for students to integrate recreational, civic and social experiences with their academic programs. Through involvement in the Student Government Association, the many academic, social and creative arts clubs or the programs sponsored by the Student Engagement Center, students can develop their leadership skills, create new friendships and become more culturally-enriched.

General Function of the Graduate Intern
☼ Assist with the coordination of programming for weekly, monthly and major office programs such as: Winterfest, International Festival, Spring Jam, and Manic Mondays
☼ Assist student organizations with programming and event set-up
☼ Provide on-site event support/supervision, when required
☼ Coordinate materials for event publications: flyers, posters, Facebook events
☼ Develop communication with campus community to facilitate the coordination of programs
☼ Become an active member in regional and national Student Affairs organizations (CCSLA, NASPA, NODA etc.)
☼ Attend Professional Development Workshops offered on/off campus
☼ May be assigned special projects as needed

Required Qualifications
☼ Enrolled in a Graduate Program
☼ Have a passion for student engagement
☼ Strong written and verbal communication skills
☼ Strong computer skills: Word, Excel, Facebook, Twitter
☼ Ability to work in a team setting
☼ Ability to speak in front of a group
☼ Availability throughout the academic year approximately 15 hours a week, afternoons and early evenings

Preferred Qualifications
☼ Enrolled in a Higher Education and Student Affairs Graduate Program
☼ Previous public speaking or presentation experience
☼ Bilingual individuals are encouraged to apply

Hours: 15hrs/week, September to June, some nights and weekends

Please send your resume and cover letter to sbryszkowski@necc.mass.edu
Please note that this internship is unpaid.
Thank you for your interest!