

Doctoral Student Internship Opportunity – Winter 2025

STRIVE Community Engagement Coordinator

- Position Code: DSIP-W2025-008
- Supervisor: Elana Bloom and Susan Edey
- Unit: STRIVE Campus Engagement Subcommittee
- Start date: December 1, 2024
- Status of employment: Casual, part-time, 10 hours/week, 240 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Campus: SGW

Internship description

The STRIVE Campus Engagement Subcommittee is tasked with leading campus consultation about experiences with identity-based violence and its implications for campus life and collecting input on actions that will help foster and maintain a respectful and inclusive environment. The person in this position will work closely with the members of this subcommittee to support the planning and execution of these consultation efforts. Key tasks will include compiling best practices, providing advice and feedback to other subcommittees, supporting scheduling, outreach & event logistics, documenting consultation activities, and coordinating data collection from key stakeholders.

Responsibilities

- Compiling best practices for STRIVE-type consultations and sharing with other subcommittees for inspiration.
- Documenting all campus engagement activities and events to facilitate transparency.
- Organizing a coordinated approach for data collection from key stakeholders
- Preparing and validating questions; Scheduling meetings; Transcribing responses, etc.

- Planning and delivering campus-wide consultation events for STRIVE Supporting subcommittees with designing their campus engagement events and strategies, as needed Providing feedback on proposals; Suggesting facilitation strategies; etc.
- Supporting room bookings and other logistics for campus engagement activities, as needed.
- Supporting outreach and promotion of campus engagement activities, as needed Organizing campus subcommittee meetings Sending calendar invitations; Preparing agendas; Circulating pre-reading; Taking notes; etc.
- Coordinating wellness support related to campus engagement activities with direction from Campus Wellness.

Skills

- Excellent interpersonal and relationship management skills to build relationships with people across differences in power, privilege and world view.
- Knowledge of best practices in public consultations or qualitative data collection.
- Highly organized with strong attention to detail and ability to simultaneously manage multiple priorities.
- Excellent written and verbal communication skills in English.
- Ability to work both independently and collaboratively.
- Demonstrated commitment to equity, diversity, inclusion and social justice principles.
- Familiarity with post-secondary structures and systems, ideally at Concordia, an asset.