Office of Community Engagement Internship Positions

Spring, 2018

To Apply:

Please send resumes and a brief writing sample, along with a cover letter that explains your interest in this specific position, to Dr. Jeanine M. Mingé, PhD at jeminge@csun.edu.

1. Development Coordinator Intern

This position will give a graduate student experience in the multiple facets of nonprofit development coordination, particularly focusing on grant writing and pedagogy development across service-learning and engaged faculty members. Specific responsibilities will include spearheading the creation of the Office of Community Engagement's first Annual Report and overseeing the tasks of other volunteers and undergraduate interns. Candidates must have strong writing skills; experience with grant writing or technical writing a plus, although it is not required. Proficiency in MS Word and Excel and experience in or willingness to learn various databases required.

2. Social Media Student Scholar with The Office of Community Engagement

The Social Media Student Scholar Position, open to an undergraduate or graduate student, will focus on making The Office of Community Engagement's social media presence more robust (Web Content, Facebook, Instagram, Snapchat, Twitter). This position will also allow the intern to gain experience in writing newsletters and other short-form media that promotes the engaged activities of faculty, staff, and students across the CSUN campus. Candidates must have strong writing skills; proficiency in MS Word desired. 100 hours required. Scholarship awarded.

3. Grantwriting/Technical Writing Intern

Open to up to two undergraduate and graduate students, this position will allow students to gain experience researching, writing, and submitting to private and state/federal grants for our Office and our affiliated faculty. Candidates must have strong writing skills; proficiency in MS Word desired. Willingness to learn MS Excel and database use a plus.