Northern Illinois University
M.S.Ed. of Higher Education and Student Affairs Internship
Opportunity

Internship Title: Social Justice Education Program Development Intern
Institution: Northern Illinois University
Location/Office: Division of Academic Diversity, Equity and Inclusion Social Justice Education Department
Internship Period: FALL SPRING SUMMER
Credit Hours Required: 120 clock hours for 3 credit hours
Supervisor: Ana Velazquez
Supervisor’s Degree: Masters of Science in Higher Education and Student Affairs
Years of Professional Experience: 3 years

Internship Description: (Please provide an overview and primary responsibilities of the internship)

- Support the planning and engagement of assessment tools for SJE (e.g., data collection, database development, qualitative and quantitative assessment instruments, research).
- Gather data related to all social justice education initiatives and share with the Director and Associate Director.
- Provide support to the SJE Associate Director for programming initiatives and training (e.g., curriculum development, staffing events, event reservations and arrangements, working with other departments and collaborators, performing independent research, facilitating workshops).
- Meet with key campus partners to increase outreach efforts.
- Work with data through various technology platforms (e.g., Microsoft Office Suite and Teams, Zoom, Qualtrics).
- Promote and market SJE programs at promotional tables, involvement fairs, and through social media.
- Assist with general office duties when necessary.
- Perform other duties as assigned.

Outcomes/ Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)

- By the end of the internship, intern(s) will have experience in:
  - Leading team meetings to foster learning in facilitation and team building.
  - Researching best practices for a social justice oriented institution (e.g., language, restorative justice practices, scholars).
  - Coordinate programs for fall 2023 including but not limited to Social Justice Townhalls, Diversity Dialogues, Huskie Conversation Café and CODE.
  - Planning programs through topic selection, contacting speakers/presenters, creating budget proposals, and room reservations.

Qualifications / Requirements: (Please list desired qualifications and skills for internship)

- A strong desire to work in a collaborative environment with people from diverse backgrounds.
- Proven ability to gather, organize and interpret data.
- Knowledge in social justice, diversity issues, transformation and sustainable change, diversity and equity, belonging, inclusion, and leadership development.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams, Zoom and Qualtrics.
- Excellent interpersonal and customer service skills.
- Excellent written and oral communication skills.
Hours/Scheduling: (Please provide a typical schedule and time of day internship will occur)

Work hours are 10-15 hours per week, served primarily Monday through Friday between 8:00a – 4:30p

Application Process (Applicants will submit a cover letter, resume and three references, please provide the contact name, phone number and e-mail address)

Name: Ana Velazquez
Email: avelazquez5@niu.edu
Phone Number: 815-753-6021
Northern Illinois University
M.S.Ed. of Higher Education and Student Affairs Internship
Opportunity

**Internship Title:** Truth, Racial Healing, and Transformation (TRHT) Campus Center Intern  
**Institution:** Northern Illinois University  
**Location/Office:** Division of Academic Diversity, Equity and Inclusion Social Justice  
**Education Department**  
**Internship Period:** FALL SPRING SUMMER  
**Credit Hours Required:** 120 clock hours for 3 credit hours  
**Supervisor:** Ana Velazquez  
Supervisor’s Degree: Masters of Science in Higher Education and Student Affairs  
Years of Professional Experience: 3 years

**Internship Description: (Please provide an overview and primary responsibilities of the internship)**

- Assist the Graduate Research Assistant with racial and restorative justice research.
- Responsible for the planning of peer-to-peer circles and peer-to-peer learning Fall 2023.
- Provide support to the TRHT Director, Assistant Director, and the Graduate Research Assistant for racial healing, racial reconciliation and restorative justice programming initiatives (e.g., curriculum development, staffing events, event reservations and arrangements, working with other departments and collaborators, performing independent research, facilitating workshops, trainings).
- Learn and use technology platforms (e.g., Office Suite, Zoom, Teams, Qualtrics, etc).
- Support with promoting and marketing TRHT programs at promotional tables, involvement fairs, and through social media.
- Assist with general office duties when necessary.
- Perform other duties as assigned.

**Outcomes/ Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)**

- By the end of the internship, intern(s) will have experience in:
  - Leading team meetings to foster learning in facilitation and team building.
  - Researching best practices for a social justice oriented institution (e.g., language, restorative justice practices, scholars).
  - Planning a campus wide conference that supports the president’s mission and goals as they relate to the TRHT Campus Center.
  - Planning programs through topic selection, contacting speakers/presenters, creating budget proposals, and room reservations.

**Qualifications / Requirements: (Please list desired qualifications and skills for internship)**

- A strong desire to work in a collaborative environment with people from diverse backgrounds.
- Proven ability to gather, organize and interpret data.
- Knowledge in social justice, diversity issues, transformation and sustainable change, diversity and equity, belonging, inclusion, and leadership development.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams, Zoom and Qualtrics.
- Excellent interpersonal and customer service skills.
• Excellent written and oral communication skills.

**Hours/Scheduling:** (Please provide a typical schedule and time of day internship will occur)

Work hours are 10-15 hours per week, served primarily Monday through Friday between 8:00a – 4:30p

**Application Process** (Applicants will submit a cover letter, resume and three references, please provide the contact name, phone number and e-mail address)

Name: Ana Velazquez
Email: avelazquez5@niu.edu
Phone Number: 815-753-6021
Internship Title: Social Justice Education Curriculum Development Intern  
Institution: Northern Illinois University  
Location/Office: Division of Academic Diversity, Equity and Inclusion Social Justice Education Department  
Internship Period: FALL  SPRING  SUMMER  
Credit Hours Required: 120 clock hours for 3 credit hours  
Supervisor: Ana Velazquez  
Supervisor’s Degree: Masters of Science in Higher Education and Student Affairs  
Years of Professional Experience: 3 years  

Internship Description: (Please provide an overview and primary responsibilities of the internship)  
- Assist the Graduate Research Assistant(s) with curriculum development, research, and assessment for CODE workshops.  
- Responsible for evaluating existing content for inclusion and accessibility, including ease of use, accessible and inclusive options in activities, inclusive language, and any other needs.  
- Work with SJE team to increase transparency about CODE program through clear and concise material development, marketing and communication, and social media campaigns.  
- Provide support to the Director, Assistant Director, and the Graduate Research Assistant for social justice programming initiatives (e.g., curriculum development, staffing events, event reservations and arrangements, performing independent research, facilitating workshops, trainings).  
- Learn and use necessary technology platforms to complete tasks (e.g., Office Suite, Zoom, Teams, Qualtrics, Asana).  
- Support with promoting and marketing SJE programs at promotional tables, involvement fairs, and through social media.  
- Assist with general office duties when necessary.  
- Perform other duties as assigned.  

Outcomes/ Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)  
- By the end of the internship, intern(s) will have experience in:  
  o Leading team meetings to foster learning in facilitation and team building.  
  o Restructuring the Conversations on Diversity and Equity (CODE) Institute to incorporate Rx Racial Healing Circles  
  o Researching best practices for a social justice oriented institution (e.g., language, restorative justice practices, scholars).  
  o Collaborating with others to organize on the 2024 People’s Organizing Weekend Empowerment Retreat.  
  o Planning programs through topic selection, contacting speakers/presenters, creating budget proposals, and room reservations.
Qualifications / Requirements: (Please list desired qualifications and skills for internship)

- A strong desire to work in a collaborative environment with people from diverse backgrounds.
- Proven ability to gather, organize and interpret data.
- Knowledge in social justice, diversity issues, transformation and sustainable change, diversity and equity, belonging, inclusion, and leadership development.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams, Zoom and Qualtrics.
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