



CommUniverCity • SJSU

— engage — learn — build —

INTERNSHIP DESCRIPTION

Thank you for your interest in serving as an intern with CommUniverCity. To get started, read the description and duties below. Follow instructions at the end to apply.

CommUniverCity SJSU seeks an advanced undergraduate or graduate SJSU student to assist with community-based projects in the greater downtown San José area. **CommUniverCity SJSU** is a partnership to improve community connections, health and education in low-income neighborhoods in central San José. Projects you may be assisting with during the school year include garden and nutrition education, environmental science education, business and entrepreneurship education, resident outreach and training, and general office management.

The area served is culturally diverse; more than 50% of residents are immigrants and over 70% of households speak languages other than English at home. **CommUniverCity SJSU** works with faculty, students and community partners to create and sustain meaningful course-based service-learning opportunities and to encourage civic engagement of students while increasing community connections among residents.

Typical intern tasks will include, but not be limited to:

- Supporting development, assembly, distribution of education kits to community residents
- Delivering education lessons synchronously to students in grades 3-8
- Attending community and neighborhood association meetings; taking notes, reporting back meeting content
- Assisting with data collection, data entry, data analysis, and data presentation activities
- Technical support (uploading videos, editing videos, scheduling video conference meetings)
- Supporting CommUniverCity's social media and external communications
- Assisting with grassroots efforts to build community leadership and involvement

CommUniverCity SJSU projects are based on priorities set by neighborhood residents.

CommUniverCity SJSU creates, supports, and enriches sustainable community-engaged learning projects in the following areas:

- **Education:** Cultivating a college-going culture;
- **Community Health:** Contributing to healthy and environmentally sustainable lifestyles; and
- **Neighborhood Environment:** Creating a physically safe, socially empowered community.

Required Qualifications:

- Student in good standing at SJSU.
- Authorized to work in the United States.
- Valid California driver's license.
- Strong organizational and time management skills.
- Excellent oral, written and interpersonal communication skills.
- High level of professionalism and attention to detail. Impeccable follow-through a must.
- Self-motivation, especially when working with students and community members.
- Strong leadership skills.
- Ability to work collaboratively and flexibly.
- Availability to work on some evenings and weekends as needed.

Desired Qualifications:

- Bilingual fluency in English and Spanish OR English and Vietnamese.
- Event or project planning experience.
- Knowledge of issues affecting low income communities and/or communities of color.
- Experience working in a diverse, multicultural setting.
- Experience with community outreach, organizing, planning and development.
- Experience working in self-directed, high initiative-low supervision environments.

To Apply: Submit the following materials by email to Imelda.Rodriguez01@sjsu.edu

- Statement of intent or cover letter outlining why you possess the qualifications, experience, passion and drive to become a Project Coordinator for **CommUniverCity SJSU**.
- Resume or CV.
- Names and contact information (phone numbers and email addresses) for 3 references (work and/or academic), and your permission to contact them.
- Course for internship
- Amount of hours required

- Summary of internship expectations