

Job Description

Job Title: Changemaker Intern

Location: School of Business & Management

Duration: Terms 2 & 3 2024

Position Type: Unpaid Internship

Overview:

Are you passionate about driving positive change and innovation within the world of business education? Do you believe in the power of intellectual curiosity, collegiality, mutual respect, integrity, diversity and inclusion, and empowerment to shape a brighter future for all business and management students? If so, our Changemaker Internship in School of Business and Management offers you an incredible opportunity to be a part of a dynamic team that aims to transform the educational experience and culture within our institution.

Key Responsibilities:

As a Changemaker Intern, you will work collaboratively with fellow interns and faculty partners to drive change initiatives aligned with our core values. Your primary responsibilities will include:

1. **Research and Analysis:** Conduct research on best practices, trends, and challenges in business education and identify opportunities for improvement within our institution.
2. **Collaboration:** Work closely with faculty members, administrators, and students to gather insights, share ideas, and co-create solutions to enhance the learning environment.
3. **Project Development:** Assist in the planning, development, and implementation of initiatives that promote intellectual curiosity, collegiality, mutual respect, integrity, diversity and inclusion, and empowerment.
4. **Data Collection:** Collect and analyse data to measure the impact of change initiatives, using both quantitative and qualitative methods.
5. **Communication:** Help create and deliver communication materials, such as reports, presentations, and updates, to ensure transparency and engagement across the institution.
6. **Event Coordination:** Organise and support events, workshops, and seminars that promote dialogue, learning, and collaboration among students, faculty, and staff.
7. **Feedback Mechanism:** Establish and manage feedback channels to ensure that the voices of students are heard and integrated into the decision-making process.

Qualifications:

- Currently enrolled as a student in School of Business and Management
- Strong commitment to the School of Business and Management values of intellectual curiosity, collegiality, mutual respect, integrity, diversity and inclusion, and empowerment.
- Excellent interpersonal and communication skills.
- Strong analytical and problem-solving abilities.
- A proactive, self-motivated, and creative approach to driving change.
- Willingness to work as part of a team and collaborate with diverse stakeholders in partnership with School of Business and Management faculty.

Benefits:

- Gain hands-on experience in driving positive change in a real educational environment.
- Work closely with faculty and administrators to effect meaningful change.
- Enhance your research, communication, and project management skills.

- Acquire skills sought in the workplace
- Contribute to a more inclusive and empowering learning environment for future business and management students.

How to Apply:

Please submit your CV and a brief cover letter explaining your motivation to become a Changemaker Intern and how your background and values align with the position's requirements. Applications should be sent to the Vice Dean for Education & Student Experience by January 31 2024.

We are committed to diversity and inclusion. We encourage candidates of all backgrounds to apply.

Note: This is an unpaid internship position.