



Community and Transition Intern
Candidates from North America and EU Job
Pack

Welcome



Thank you for showing interest in the position of Community and Transitions Intern, at Imperial College Union.

The role of Community and Transitions Intern is an exciting 10 week opportunity for an individual enrolled in a student affair/ higher education related program to gain first-hand experience in the field. The Intern will help us in our commitment of creating a strong sense of belonging to the Imperial College Community, by applying their academic skills and theory of building a sense of belonging in higher education.

This pack provides you with everything that you will need to support your application:

- About Us
- Job Summary
- Person Specification
- Values
- Advert Copy

The application form is linked separately, here.

If you require further information please contact [Yani King, Project Coordinator \(Community and Transitions\)](#), on [020 7594 46602](tel:020759446602) or suryani.king@imperial.ac.uk

About Us



Imperial College Union

Imperial College Union is a vibrant, member-led charity organisation comprising the 18,000+ students of Imperial College London - one of the world's top universities. Students automatically become members when they enrol and the Union ensures they have the best possible experience through the provision of support services, development programmes, extracurricular and recreational activities, whilst representing the student voice to College and beyond.

The Union delivers an incredible range of activities including 370+ clubs and societies, seven social enterprises including restaurants, bars and shops; an Advice Centre, Reception, as well as spaces for student activities including a gym, cinema and concert hall.

Our South Kensington offices are set within a picturesque quadrangle next door to the Royal Albert Hall and a minute's walk from Hyde Park. We are an energetic, professional organisation offering great development opportunities for talented people who will help us deliver for our members.



The Team

The Student Development team is here to support students in their personal growth, empower students to take social action and reflect, and build their skills to become a well-rounded individual. We deliver on specific programmes that are run by the Union and/or in collaboration with the College.

Our team is comprised of 4 creative people with a passion for creating change and developing students:



The Student Development Manager is responsible for managing the team and its overall responsibilities over the individual programmes within Student Development. The focus and interest goes on student-centred activity that empowers students to think creatively while committing to growth and development.

The Training and Development Manager is responsible for the development of the Imperial Plus and Imperial Award programmes. The T&D Manager recruits and supervises a team of student trainers, providing them with training and ongoing support.

The Student Development Co-ordinator is responsible for the day to day management of the Imperial Plus and Imperial Award programmes. They supervise our student admin staff.

The Projects Coordinator (Communities and Transition) is responsible for creating and supporting projects that develop communities and the sense of belonging at Imperial College.

Then there is you! Supporting the Projects Coordinator (Communities and Transitions) by providing some theory and finding out more about our students!



Current Projects and programs

The Student Development team is a very dynamic team with many projects running at one time. Here is a handful of projects we are working on:

- Halls support
- Volunteering review
- Buddy system
- Imperial Plus

Job Summary

Job Title:	Community and Transitions Intern
Department/Division/Faculty:	Imperial College Union (Student Experience)
Campus location:	South Kensington
Responsible to:	Projects Coordinator (Communities and Transitions)
Line Management responsibility for:	none
Key Working Relationships (internal):	Student Development, Student Activities, Officer Trustees
Contract type:	Fixed Term 10 Weeks between May – August. 20 hours p/w with £2000 Stipend

Purpose of the Post

Imperial College Union is the Students' Union of Imperial College London. Imperial College Union is a student-led, democratically-run charity, with the members – the students of Imperial College London – leading, creating and influencing every one of our activities, campaigns and services.

The Communities and Transitions Intern exists to support and review the community projects of the Student Development team and Students' Union as a whole. The role will review our key community projects and advise on maintaining projects that have a high impact for our membership and our communities.

The intern will conduct in-depth research into the engagement of the postgraduate community at Imperial College London and create a set of recommendations to improve engagement.

Drawing from their own student experiences and theoretical knowledge of community and transitions, the intern will advise on bringing creative and innovative ideas on further creating a sense of belonging at Imperial College London.

The outcomes of the internship are as follows:

- The intern will gain practical experience in the day-to-day administration and operation in the areas for student affairs
- The Intern will be able to apply academic theories into practice
- The Intern will understand and experience a different professional customs and practices of Student Affairs in the UK

Key Responsibilities

With a strong commitment to and driven by the Imperial College Union values of Leadership, Partnership, Democracy, and Inclusivity, the intern will assist in improving and promoting community building and a sense of belonging.

Reviewing the Postgraduate Community

The intern will need to complete a full review of the engagement and support of the postgraduate

community, conducting a full literature review, coordinating focus groups and gathering both anecdotal and statistical data. At the end of the process, the intern will write an analytic report with recommendations on building a strong postgraduate community at Imperial College London.

Inclusion and the sense of belonging

During the internship the intern will review the Union's inclusive practices and events to create a stronger sense of belonging at Imperial College. This review will be using their own academic knowledge on transitions and community building within the context of higher education

Transitions and Welcome Week

The intern will assist the coordination of the Welcome Week programme. This includes preparing resources for the tailored events and campaigns, reviewing guidebooks and welcome week materials. These are dependent the different departments and their priorities.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following	Essential (E)/ Desirable (D)
Education	
Degree or equivalent	E
Enrolled and completing a graduate program in student affairs	E
Experience	
Experience in researching and gathering data	E
Experience in conducting and leading focus groups	E
Experience in writing analytical reports	E
Experience in event organisation	D
Knowledge	
Strong knowledge of theory and research pertaining to creating community and supporting transitions	E
Knowledge of structures, issues, and trends affecting Higher Education	E
An understanding of equality, diversity and inclusion issues in practice	D
Skills & Abilities	
Excellent communication skills, both written and oral, with the ability to relate to people at all levels	E
Ability to work independently and to seek guidance when necessary	E
Ability to find and present data in a clear and concise fashion for reporting	E
Excellent administration, organisation, and time management skills	E
Proficiency in standard office software (e.g. Microsoft Office suite)	E

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Values

At Imperial College Union our vision for the future is based on our 4 values: which set out the kind of organisation we aim to be: one that demonstrates leadership, partnership, democracy and inclusivity in everything that we do

Leadership



We will find talent, nurture it, and put it to work for our members. We will build a culture of responsibility, honesty and ownership, but not blame. Our leaders will have power, with accountability; authority, with transparency; we will all lead by example. That's how we will stay ahead of the challenges we face, take a leadership role in the most important debates, and tackle our biggest decisions with confidence and energy.

Partnership



We are stronger when we work together. Internally and externally, we will search for those with whom we have common ground and shared priorities, and we will find new ways to work together. We can do more, achieve more, and offer more, when we collaborate with others. We will be a dependable partner, sharing our successes, abilities and aspirations widely. We will assert our place as an essential partner to College, at the centre of the worldwide Imperial community.

Democracy



We are run by our members, for our members. We are our members. We will build a powerful and meaningful student democracy, which will engage every single one of us. Our student leaders will speak with authority and insight, and they will tackle our most complex and difficult decisions. Through this democracy, we will empower every student to create their own Imperial experience, challenge them to grow to their full potential, and fire them up to change the world around them.

Inclusivity



There is only one Imperial community, and we will hear every voice within it. It doesn't matter what you study, where you are, where you're from, or where you're going - we will tear down any barrier that keeps you from our opportunities and our democracy. We believe there is no such thing as an average or typical Imperial student, and we recognize that our strength and our power comes from the diversity of our membership.

Advert Copy

Are you an individual who is passionate about improving student experience in higher education? A skilled researcher? Enrolled in a graduate Student Affairs program? Curious about Higher Education in the UK?

If the answer is 'yes' to all of the above, we want to hear from you! We have an exciting 10 week opportunity for a Communities and Transitions Intern to join our Student Development Team! The Intern will help us in our commitment of creating a strong sense of belonging to the Imperial College Community, by applying their academic skills and theory of building a sense of belonging in higher education.

Duties and Responsibilities

- Conduct in-depth research into the postgraduate community at Imperial College.
- Review the inclusion and community building practices at Imperial College Union.
- Produce an analytical report with recommendations on building a strong and inclusive community at Imperial College.
- Assist in the coordination and preparation of Welcome Week.

Essential requirements

- Undergraduate Degree or Equivalent.
- Enrolled in a graduate program in student affairs or Higher Education-related field
- Experience in researching and gathering data.
- Experience in writing analytical reports.
- An understanding of equality, diversity and inclusion issues in practice.
- Strong knowledge of theory and research pertaining to creating community and supporting transitions.
- Ability to find and present data in a clear and concise fashion for reporting.

Visa Disclosure

Candidates are responsible for ensuring that they comply with the UK's visa requirements. For those who require a Tier 5 visa, Imperial College Union and Imperial College London cannot be a sponsor due to internship duration.

Apply Now!

To apply **please download and complete the form above**, and return it to **volunteering@imperial.ac.uk** by **Midnight of the 10th April 2019**

Interview Date: 17th April 2019