

Internship (Research and Program Development)
Division for Health Sciences Diversity
15-20 hours per week

Purpose of Position:

The Research and Program Development Internship (Intern) will function in a team oriented environment, and will provide support to the Assistant Vice President for Academic and Diversity Affairs. The Intern will also participate in selective program activities sponsored by the Division for Health Sciences Diversity (DHSD). The portfolio entails engaging in research related to diversity, inclusion, and health sciences pipeline programs. There is potential to co-publish in a scholarly journal. The Intern will also assist DHSD in planning and implementation for the VCU Pipeline programs. This experience will be done selectively and with the aim of providing an experiential foundation to support research efforts.

Core Responsibilities:

- Research on diversity and inclusion (70%)
 - Conduct literature reviews and other investigative activities in support of scholarship
 - Assist with development of theoretical and conceptual frameworks pertaining to interprofessionalism, to include integration of theories from psychology and African American studies
 - Assist and lead in the identification of candidate journals or publications aligned with scholarly activities
 - Collect and enter data as needed in support of research and scholarship
- VCU Health Sciences and Health Careers Pipeline Program Operations (25%)
 - Assist with creation of surveys and other communications to current and previous VCU Pipeline participants
 - Send communications out as requested by evaluation team
 - Use social media and other electronic means to maintain communications with previous participants
 - Assist with planning of events for program alumni
 - Update contact information in database as necessary
- General Office Support (5%)
 - Assist with general office support as needed by the Assistant VP for Academic and Diversity Affairs to include but not limited to:
 - General administrative activities associated with research or program activities
 - Attend team meetings and periodic full division meetings

Special Notes:

- The ideal person for this position must be a motivated, self-starter who is dependable and possess excellent research and writing skills. An interest and/or prior experience (e.g., educational, advocacy, programmatic) in issues related to diversity and inclusion is preferred. Most of the work will be done off-site (limited office space) with scheduled meetings typically on the MCV Campus.

How to Apply: Those interested in this position should forward their resume to Genesha Gibson, at gjgibson@vcu.edu. Any questions or comments about the position may also be forwarded to the e-mail address listed or by calling 804-827-2087.

Deadline to Apply: Open until filled.

Position ends: May 1, 2015