

Leadership in Student Affairs M.A. Program Graduate Assistantship or Internship Position 2022-23



Position Title:	Advising Intern, College of Liberal Arts Undergraduate Education
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of Minnesota, Twin Cities
Institution Description:	
Supervisor:	Jacob Rudy, MSE
Department Description:	CLA Advising serves over 14,000 undergraduate students. This position works in College of Liberal Arts Advising office, located on the UofM Twin Cities Campus. Our Advisors work holistically with students supporting academic and developmental growth. We work with students in over 60 majors guiding them through entering the college, choosing a major and balancing academic rigor and demands through their academic careers to timely graduation. Our advisors serve as the central navigators for students in connecting to resources on our large campus. Advisors provide students with a balance of support and challenge. Advisors come from and work with students from a wide range of backgrounds and experiences. Our Advisors apply a framework of diversity, equity and inclusion in their everyday work.

Appointment: <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: (8/2022	Compensation: <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 15-20 Payment Frequency: Biweekly Additional Notes: Combination of in-person and remote work available, based on office needs
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<h3>Position Description & Responsibilities</h3> <ol style="list-style-type: none"> Receive training regarding academic advising techniques, applications, and undergraduate degree progress issues relevant to liberal arts students through in-person training and advising appointment observations. On-going professional development opportunities through the unit and the university. Examples include: advisor wellness, advising students in specific majors, full day conferences, workshops on working with international students, first generation students, and students from a variety of other identities and backgrounds. Conduct individual drop-in advising appointments to assist students with general questions regarding major and degree requirements, registration, adding/canceling/withdrawing from classes, academic policies and exceptions, and campus support and department referrals. Conduct full advising appointments with undergraduate students. Participate in transfer student orientation by facilitating orientation sessions and assisting students on course planning and registration. Conduct research, analyze data, and other activities as appropriate that help promote, clarify, and advance advising practices. Support CLA Advising events as appropriate, examples include: Welcome Week activities, orientation, first year experience workshops, career readiness events. Additional opportunities may be available depending on a student's background, interests, and skills.
<h3>Qualifications</h3> <p>Eligible candidates must be enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field. Open to students in their first or second year of graduate programs, although our preference is for students in their second year or with experience in student development. Candidates should also have a desire to focus on academic advising or career counseling in a higher education setting. CLA Advising does not offer personal counseling services. Candidates must have a commitment to diversity, equity, and inclusion.</p>
<h3>Application process & requirements</h3>

- **Contact Name:** Search Committee Chair, Advising Intern
- **Address:** University of Minnesota, CLA Advising, 16 Johnston Hall 101 Pleasant St SE Minneapolis, MN 55455
- **Phone:** 6126252020
- **Email:** class@umn.edu

Materials Needed:

1. Resume
2. Cover letter that describes your interest and explains how your experience has prepared you for the position
3. The names, titles, phone numbers, and email addresses of three professional references
4. For students in their first year of graduate programs, verification of graduate program acceptance/enrollment. For students already in graduate programs, an unofficial copy of your graduate academic transcript.

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Instructions for applying: Email or mail materials to the addresses above

Anticipated timeline for scheduling Interviews: Applications are accepted immediate and will be reviewed as received until the position is filled.