

Graduate Internship in Academic Advising

College of Liberal Arts Undergraduate Education

Advising in the College of Liberal Arts (CLA) at the University of Minnesota announces ***openings for two graduate student interns for the 2021-2022 academic year.*** We are seeking graduate students who are eager to learn and gain hands-on experience in the practice of academic advising in a fast paced, fun, dynamic, student focused environment. Our liberal arts focus provides exposure to a broad range of advising practices.

CLA is focused on creating inclusive environments where students find a sense of belonging. Our goal is to have professional advising staff reflect our student populations. A large focus of this internship program is to encourage potential future advisors from under represented backgrounds to join our team for a year and explore the profession of advising. We are open to candidates from a wide variety of backgrounds - both academically and professionally that have a heart for student services and engaging with undergraduate students.

About CLA Advising

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.

Opportunities

1. 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.
2. 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.
3. 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.
4. Conduct full advising appointments with undergraduate students.
5. Participate in transfer student orientation by facilitating orientation sessions and assisting students on course planning and registration.
6. Conduct research, analyze data, and other activities as appropriate that help promote, clarify, and advance advising practices.

7. Support CLA Advising events as appropriate, examples include: Welcome Week activities, orientation, first year experience workshops, career readiness events.
8. Additional opportunities may be available depending on a student's background, interests, and skills.

Qualifications

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.

Additional Information

The position begins at the end of August 2021 and continues through May 2022. The intern should expect to work 15-20 hours per week, or as required by their graduate school program. Recording of advising sessions is allowed with the consent of the student(s). Supervision will be provided on a weekly basis by one of the professional master's level academic advisors on-site. Supervision by a licensed psychologist is not available through CLA Advising. Interns will begin with the observation of appointments, workshops, etc; proceed to supervised sessions, and then independent sessions. A stipend of \$4000 will be provided to the graduate intern(s) for the academic year.

Application Procedure

A completed application will contain the following materials:

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.

Submit application materials via e-mail to class@umn.edu or at the address below.

Mail materials to:

Search Committee Chair, Advising Intern
CLA Advising
University of Minnesota
16 Johnston Hall
101 Pleasant Street S.E.
Minneapolis, MN 55455

Applications accepted starting January 15 and will be reviewed as received until the position is filled.

If you have any questions, please contact CLA Advising at class@umn.edu or 612-625-2020.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.