

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2024-25**



<b>Position Title:</b>	Student Activities Coordinator
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	Anoka Technical College
<b>Institution Description:</b>	Anoka Technical College serves approximately 3,000 students, with an average age of 27, 57% female, 41% male and 2% non-binary/undisclosed. 66% of our students are White, 14% are Black, 6% are Hispanic or Latinx, 5% are two or more races, 5% are Asian and 1% are American Indian or Native Hawaiian/Pacific Islander. Our mission is: to provide innovative career and technical education to help our students and communities live and learn well.
<b>Supervisor:</b>	Tara Martinez, Interim Dean of Student Success & Community Partnerships
<b>Department Description:</b>	It is an exciting time to be at Anoka Technical College! Enrollment is up 13% this fall and our spring projections have us leading the MinnState system in enrollment growth (percentage) for spring '24. We are also experiencing dramatic increases of BIPOC students taking our courses. We want to offer programs, services & resources that meet the needs of our evolving student body. Student Affairs currently consists of Accessibility Services, Admissions, Counseling, Food Pantry, Records & Registration, Student Activities, Testing, & Tutoring.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: approx. 20
<input checked="" type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Hourly Wage	Payment Frequency: bi-weekly
<b>Start Date:</b> (Flexible - 7/1/24 preferred)	<input type="checkbox"/> Parking Provided	Additional Notes:
	<input checked="" type="checkbox"/> Professional Development Funds	

**Position Description & Responsibilities**

Job responsibilities may include:

- Coordinate & implement Student Life events for Anoka Technical College students. Events may include leadership workshops for student leaders, social programming and / or cultural programming. Serve as point person for Student Senate event coordination and support. Coordinate Welcome Weeks and De-Stress activities; coordinate "Student Connections Fair" each semester. Coordinate Constitution Day and Get Out the Vote programming.
- Work closely with other employees (Counselor, Equity & Inclusion) to support/promote their programming across campus.
- Maintain the club and organization registration processes, files, and materials/handouts. Maintain database of current club and activity contact information, meeting times, advisors, and programs.

**Qualifications**

*Desire to be inquisitive and learn	*Ability to take initiative
*Self-confident and outgoing students	*Desire to interact with Anoka Tech

**Application process & requirements**

- **Contact Name:** Tara Stormoen Martinez
- **Address:** 1355 W Highway 10, Anoka, MN 55303
- **Phone:** 763.576.4027
- **Email:** Tara.Martinez@anokatech.edu
- **Materials Needed:** Cover letter, resume, & letter of reference

**Instructions for applying: Please send application materials to Tara via email.**

**Anticipated timeline for scheduling Interviews: As early as March 1, 2024**