

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2025-26**



Position Title:	Business Learning Through Service Program Intern	
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project	
Institution Name:	University of St. Thomas	
Institution Description:	<p>The University of St. Thomas is Minnesota’s largest nonprofit private university with an enrollment of over 10,000 students (over 6,000 undergraduates) studying a wide range of liberal arts, professional, and graduate programs on urban campuses in St. Paul and Minneapolis. Inspired by the Catholic tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.</p>	
Supervisor:	Julie Reiter, JD Program Director, Business Learning Through Service, Opus College of Business	
Department Description:	<p>The Business Learning Through Service program in the Opus College of Business implements a service-learning course required for all undergraduate business majors and minors. In this course, students engage in 40 hours of meaningful service with community nonprofits of their choice.</p> <p>The small-group classes are led by undergraduate student facilitators who guide student success and encourage students to explore ways to foster the long-term health of our communities by applying their business skills to serve the common good. Along with engaging students in the classroom, the team of 10-12 undergraduate peer facilitators also manage communications with students and nonprofits, grade assignments, host office hours, and engage in professional development and learning activities. The Grad Intern primarily supports the leadership growth and success of these peer facilitators.</p> <p>Because about 40% of St. Thomas undergraduate students major in business, an average of 18 sections of the course are offered each term, and over 25,000 hours of volunteer service are donated to community organizations by our students each year.</p>	
Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: August 2025 Potential to work over J-Term	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage: \$17/hour <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: About 8-10 hrs/week Payment Frequency: biweekly Additional Notes: Hours will vary slightly each week depending on event/program schedules

Position Description & Responsibilities

The Graduate Intern will collaborate with the Program Director of the Business Learning Through Service program to support the undergraduate peer facilitators and all other aspects of the program. This position is very flexible and some work can be done remotely. Previous Grad Interns have found that this position pairs well with a 25-hour-per-week assistantship. Specific job responsibilities will include:

- Advise and evaluate undergraduate facilitators in the execution of the service-learning courses and engage in direct facilitation of class meetings.
- Develop and lead professional development opportunities for undergraduate facilitators focused on leading effective group discussions, team collaboration, leadership development and other areas of interest to the graduate intern.
- Contribute to the design, implementation, and assessment of elements of the curriculum focused on nonprofits, social issues, corporate social responsibility and social innovation.
- Assist the Program Director in supporting the work of the Damus Board, a student group tasked with granting \$30,000 to nonprofits that are working to address racial inequities.
- Collaborate with student facilitators to create promotional materials highlighting successful outcomes of the program for external community and internal student audiences.
- Advise on changes to course policies, grading systems, and program administration.
- Assist in program management including monitoring budgets, tracking student and course data, setting schedules, networking with external partners, answering student inquiries, and working with higher education data systems.
- Additional opportunities may be available to the graduate intern depending on experience, interest and skills.

Qualifications

Candidates should demonstrate excellent communication and interpersonal skills; strong organizational skills with sophisticated multi-tasking ability and attention to detail; self-direction and ability to work independently as well as part of a collaborative team; ability to manage ambiguity and take initiative; strong common sense and problem-solving skills.

Strong candidates will have a demonstrated commitment to service learning or community engaged education, nonprofit work, and volunteerism. Experience leading or advising a student group or facilitating small group courses is preferred.

Application process & requirements

- **Contact Name:** Julie Reiter
- **Address:** 2115 Summit Avenue, MCH 217, St. Paul, MN 55105
- **Phone:** 651-962-6124
- **Email:** julie.reiter@stthomas.edu
- **Materials Needed:** Please submit a resume, cover letter that addresses your qualifications and interest in the position, and three references (names, titles, phone numbers, and email addresses) to Julie Reiter via email.

Instructions for applying:

Email julie.reiter@stthomas.edu with materials listed above.

Anticipated timeline for scheduling Interviews:

Interviews will be conducted on a rolling basis.