

Leadership in Student Affairs M.A. Program Graduate Assistantship or Internship Position 2021-22



Position Title:	Career Services Graduate Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Minneapolis Community & Technical College
Institution Description:	Minneapolis Community and Technical College (Minneapolis College) is a public two-year college located in the heart of downtown Minneapolis. Minneapolis College enrolls nearly 15,000 students annually and is an active partner in initiatives designed to strengthen the social, economic, and cultural vitality of the Twin Cities
Supervisor:	Julie Poyzer/Jared Scharpen
Department Description:	The Career Services Department offers a variety of services to assist students throughout their college experience to help them feel more confident about their educational decision and chosen career path.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours:
<input type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: (weekly, biweekly, other)
Start Date:	<input type="checkbox"/> Parking Provided	Additional Notes:
	<input checked="" type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities

- Assist students with major/career exploration, along with job search assistance in one-on-one and walk-in appointments
- Plan and implement student events in collaboration with the Career Services team and other campus departments
- Conduct, implement, and present workshops to groups on career-related issues
- Develop marketing materials to promote Career Services events for students and faculty
- Instruct students on how to use the Minneapolis College Job Bank (www.collegecentral.com/minneapolis)
- Assist students in identify on-campus resources

We will conduct at least a 2-3 day training in August to successfully prepare graduate interns for the fall semester. Training is usually the first or second week in August. We also include on-going professional development opportunities through the Student Affairs Division on Fridays.

Qualifications

- Pursuing a degree in Counseling and Student Personnel; Leadership in Student Affairs, or related degree
- Interest in working directly with students, learning about Career Services, and working in a team environment
- Demonstrated commitment to student development and dedication to professional development
- Flexible, adaptable, teachable, energetic, responsible, and can function independently

Application process & requirements

- **Contact Name:** Julie Poyzer, Director of Career Services
- **Address:** 1501 Hennepin Ave, Minneapolis, MN 55403
- **Phone:** 612-659-6767
- **Email:** Julie.poyzer@minneapolis.edu
- Materials Needed:** Send resume, cover letter, and references to Julie.poyzer@minneapolis.edu

Instructions for applying: SEND RESUME, COVER LETTER, AND REFERENCES TO JULIE.POYZER@MINNEAPOLIS.EDU

Anticipated timeline for scheduling Interviews: Spring 2021