

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



Position Title:	Career Services Graduate Interns
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, Director of Career Services
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. <i>We help students explore with them our best services in the workplace and prepare for a successful</i>

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 8am - 5pm, flexible
<input checked="" type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: (weekly, biweekly, other)
	<input type="checkbox"/> Parking Provided	Additional Notes:
Start Date: (August)	<input checked="" type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities

- Provide students with career exploration, resume and cover letter critiques, interviewing tips, and job search assistance through walk-ins and student appointments
- Instruct students on how to use the Minneapolis College Job Bank to find job opportunities
- Assist students in identifying other campus resources
- Conduct and/or present workshops to groups on career-related issues
- Plan and implement student events in collaboration with the Career Services team and other campus departments
- Develop marketing materials to promote Career Services events for students and faculty

Qualifications

- Pursuing a degree in Counseling and Student Personnel, Leadership in Student Affairs, Counseling and Psychological Services, Educational Leadership, or related degree
- Interest in working directly with students and learning about Minneapolis College Career Services programming and services
- Demonstrated commitment to student development and a dedication to professional development
- Flexible, adaptable, teachable, energetic, and responsible
- Ability to function both independently and work in a team environment

Note: Telework option based on college's guidelines for part-time interns

Application process & requirements

- **Contact Name:** Julie Poyzer
- **Address:** 1501 Hennepin Ave, Minneapolis, MN 55403
- **Phone:** 612-659-6767
- **Email:** julie.poyzer@minneapolis.edu
- **Materials Needed:** Resume, Cover Letter, and References

Instructions for applying: send application materials: resume, cover letter (detailing how you meet the above qualifications), and three references (including names, addresses, and phone numbers) to julie.poyzer@minneapolis.edu.

Anticipated timeline for scheduling Interviews: February - June

