



CEHD Career Services

UNIVERSITY OF MINNESOTA

Driven to Discover®

Graduate Internship in Career Services

UMN College of Education & Human Development Student Services

The College of Education & Human Development (CEHD) Student Services office at the University of Minnesota (UMN) announces an opening for a graduate student intern for the 2022-2023 academic year. We are seeking a Career Services intern who is eager to gain experience in career counseling and student services/career services programming in a student-focused unit. The Career Services intern provides support to recent CEHD alumni, graduate students and undergraduate students including participants in TRIO Student Support Services program. This is a unique opportunity to gain experience in college advising and be trained, mentored, supported and supervised by experienced Career Services professionals.

College Overview:

The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses seven departments with ten undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff; 38.4% of our new first year students are students of color and more than 265 of our international students represent over 51 different countries. www.cehd.umn.edu/about/default.html

About CEHD Student Services:

CEHD Student Services, which includes Academic Advising and Career Services, supports the mission of the college by facilitating access, admission, retention, graduation, and development of a diverse population of life-long learners. We believe engaging with diverse and dynamic ideas, worldviews, situations, and communities is necessary to fulfill our mission and that we have a responsibility to address fundamental issues of bias, discrimination, and exclusion. www.cehd.umn.edu/career/

About TRIO SSS:

TRIO Student Support Services (SSS) in the College of Education and Human Development is an equal educational opportunity grant program funded primarily through the U.S. Department of Education. TRIO SSS served 270 students who are a combination of people who come from low income backgrounds, whose parents did not complete a four year degree and students with

disabilities; 150 of these students served will be new first year students each year. TRIO SSS provides holistic advising services, academic instruction and support, leadership development, institutional advocacy and cultural capital building activities to ensure retention and graduation of participants. www.cehd.umn.edu/trio/

Position Description:

- Provide holistic, inclusive and strengths-based career counseling that is grounded in student development theory and meets the individual needs of students.
- Identify needs of undergraduate and graduate students and recent alumni by establishing trust and building authentic relationships through various contact methods (e.g. drop-ins and 1-hour appointments, small group, email, phone, and Zoom).
- Guide students through major and/or career decision-making and the internship/job search with compassion and optimism while encouraging and challenging students to overcome barriers and set goals with clear action plans that move them towards degree progress, timely graduation, and career success.
- Educate and coach students on the internship and job search process including how to research and search for employers, write resumes and cover letters, develop strong interview skills, prepare for career fairs/events, build a professional network, and negotiate salary, while recognizing and addressing potential challenges/barriers unique to each individual.
- Create and give classroom presentations to CEHD students on career development topics utilizing engaging multimedia and activities that are effective for various learning styles.
- Consult and collaborate with advising and departmental colleagues on individual student cases.
- Additional projects and opportunities depending on intern's interest, background and strengths.
- Involvement in professional development and training opportunities related to career development, career services, equity and diversity.

Qualifications

- Applicants must be currently enrolled in a graduate-level program in student affairs/student development, counseling, psychology, higher education or a related field with an interest in student development, career development or workforce development.
- Completion of career development and counseling course work.
- Ability to take initiative and work independently.
- Ability to collaborate effectively and work as part of a team.
- Demonstrated creativity, flexibility and adaptability.
- Commitment to equity and diversity and a passion for holistically supporting the learning, development and career success of all students.
- Experience developing and conducting workshops/presentations.
- Completion of student development theory coursework is preferred, but not required.
- Experience with job search skills, career development, and teaching or advising with college students is preferred, but not required.

Logistics

- This position will start late August, 2022 (exact date to be determined) and will continue through May, 2023.
- Candidates should expect to intern approximately 20-25 hours per week during office hours (8:00 am – 4:30 pm, Monday – Friday) with occasional evening and weekend opportunities during the 2022-2023 academic year.
- Supervision by a licensed psychologist is not available through CEHD Student Services.
- A stipend of \$5,000 will be provided to the intern for the academic year; \$2,500 per semester.
- This position is based on campus. Some work may be done remotely with approval by position manager.
- Graduate student interns are supervised by a master's level Career Services professional and will have one-hour per week of individual supervision.
- Graduate interns are provided initial and on-going training and begin with observation of appointments, then proceed to supervised appointments, and then independent appointments.

How to Apply

Email a cover letter and resume to Denise Felder, Interim Associate Director of Career Services, College of Education and Human Development, felde035@umn.edu.

Application deadline for this position is March 14, 2022 at 4:30pm Central.