

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



Position Title:	CLA Advising Intern - University of Minnesota
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 Minnesota, Twin Cities - College of Liberal Arts
Institution Description:	The University of Minnesota System is driven by a singular vision of excellence. We are proud of our land-grant mission of world-class education, groundbreaking research, and community-engaged outreach, and we are unified in our drive to serve Minnesota. https://twin-cities.umn.edu/about-us
Supervisor:	Kersten Falvey, Clint Bueling, and Pao Moua
Department Description:	CLA Advising serves over 14,000 undergraduate students. This position works in the College of Liberal Arts Advising office, located on the University of Minnesota Twin Cities Campus. Our Advisors work holistically with students supporting academic and developmental growth. We work with students in over 60 majors guiding them through entering the college, choosing a major and balancing academic rigor and demands through their academic careers to timely graduation. Our advisors serve as the central navigators for students in connecting to resources on our large campus. Advisors provide students with a balance of support and challenge. Advisors come from and work with students from a wide range of backgrounds and experiences. Our Advisors apply a framework of diversity, equity and inclusion in their everyday work.

Appointment: <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: (approx. late August 2024)	Compensation: <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 15-20 hours per week Payment Frequency: biweekly Additional Notes: \$5000 stipend
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<p>Position Description & Responsibilities</p> <p>Opportunities</p> <ol style="list-style-type: none"> 1. Receive training regarding academic advising techniques, applications, and undergraduate degree progress issues relevant to liberal arts students through in-person training and advising appointment observations. 2. On-going professional development opportunities through the unit and the university. Examples include: advisor wellness, advising students in specific majors, full day conferences, workshops on working with international students, first generation students, and students from a variety of other identities and backgrounds. 3. Conduct individual drop-in advising appointments to assist students with general questions regarding major and degree requirements, registration, adding/canceling/withdrawing from classes, academic policies and exceptions, and campus support and department referrals. 4. Conduct full advising appointments with undergraduate students. 5. Participate in transfer student orientation by facilitating orientation sessions and assisting students on course planning and registration. 6. Conduct research, analyze data, and other activities as appropriate that help promote, clarify, and advance advising practices. 7. Support CLA Advising events as appropriate, examples include: Welcome Week activities, orientation, first year experience workshops, career readiness events. 8. Additional opportunities may be available depending on a student's background, interests, and skills. <p>Qualifications</p> <p>Eligible candidates must be enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field. Open to students in their first or second year of graduate programs, although our preference is for students in their second year or with experience in student development. Candidates should also have a desire to focus on academic advising or career counseling in a higher education setting. CLA Advising does not offer personal counseling services. Candidates must have a commitment to diversity, equity, and inclusion.</p>

Application process & requirements

Contact Name: Clint Bueling or Pao Moua

Address: University of Minnesota; 16 Johnston Hall; 101 Pleasant Street S.E.; Minneapolis, MN 55455

Phone: 612-625-2020

Email: class@umn.edu

– Materials Needed:

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A completed application will contain the following materials:

1. Resume
2. Cover letter that describes your interest and explains how your experience has prepared you for the position
3. The names, titles, phone numbers, and email addresses of three professional references
4. For students in their first year of graduate programs, verification of graduate program acceptance/enrollment. For students already in graduate programs, an unofficial

Instructions for applying:

Submit application materials via e-mail to class@umn.edu or at the address below.

Mail materials to:

Search Committee Chair, Advising Intern
CLA Advising
University of Minnesota
16 Johnston Hall
101 Pleasant Street S.E.
Minneapolis, MN 55455

Applications are currently being accepted and will be reviewed as received until the position is filled. If you have any questions, please contact CLA Advising at class@umn.edu or 612-625-2020.

Anticipated timeline for scheduling Interviews: Late March to early April 2024