

Graduate Intern Position Announcement
Department of Electrical and Computer Engineering (ECE), Undergraduate Academic Advising
College of Science and Education
University of Minnesota

Job ID: 339365

The Electrical and Computer Engineering Department in the College of Science and Engineering has an opening for a graduate student intern for the 2021 - 2022 academic year. We are seeking a graduate student who is interested in gaining experience in all aspects of academic advising including advising practices, research, departmental events, and programs. ECE is an active and forward thinking department with academically strong, motivated, and diverse student groups. The graduate intern will work primarily with the undergraduate student population but may have opportunities to gain additional experience with ECE graduate programs if desired. The graduate student intern will work closely with the ECE Undergraduate Academic Advisor to enhance all aspects of the ECE Department's student support system.

About ECE Advising

The ECE Department has a dedicated and prominently located student services office in Keller Hall 3-166; Keller Hall is the home of ECE and is conveniently located adjacent to the East Bank Green Line station in the heart of the U of M East Bank campus.

The ECE advising team includes one full-time Undergraduate Academic Advisor and one full-time Graduate Advisor. The student services team supports a cohort of 365 undergraduates and approximately 300 graduate students. The intern will support the administrative and advising processes in the department and will also develop a working relationship with the ECE Director of Undergraduate Studies.

ECE has a successful, well-established undergraduate advising program and works to provide a comprehensive range of academic advising support to students through one-on-one appointments, group advising, drop-ins, email, Zoom appointments, workshops, and various department events. Significant work is centered on degree planning and helping students to understand specializations within the upper division technical elective program. Advisors also assist students as they explore research and graduate school options, engage in internship and career exploration, and work to improve their academic achievement. Advisors also assist students by providing resources to support personal health and well-being.

The overarching advising philosophy is responsive, student-focused, and client-centered, and we work to support students through a framework of diversity, equity, and inclusion. One focus of the 2021-2022 academic year will be implementing principles of a "flipped advising" approach that empowers students to take more responsibility for degree planning.

Opportunities and Expectations

1. Participate in training regarding academic advising techniques, applications, and assessment of degree progress through in-person training, advising appointment observations, and on the job application.

2. Conduct drop-ins, individual appointments, and group appointments to assist students with degree review, registration, adding or canceling classes, academic policies and exemptions, and campus support and referrals. Documentation of student interactions is required.
3. Take on responsibility for managing and advising a small undergraduate ECE student cohort, tracking students, and performing outreach to targeted student groups.
4. Develop and implement plans to assist students who struggled with remote learning due to the Covid-19 pandemic, helping them reintegrate back into our program and get back on track for academic success.
5. Support regular ECE Advising events and initiatives such as Welcome to the Major events, Major Exploration Events, Transfer Orientation Series, and Major/Minor Expo.
6. Conduct research, analyze data, share best practices, and collaborate with other offices to promote and advance ECE advising practices.
7. Assist with ECE Department communications including *The ECE Current* (newsletter) and *The ECE Matrix* (z.umn.edu/ecematrix).
8. Additional opportunities may be available depending on a student's background, interests, and skills.

Qualifications

Eligible candidates must be enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field and should have completed at least one year of study by the start of the internship. Coursework in academic advising or career counseling is preferred. Candidates should also have a desire to focus on academic advising or career counseling in a higher education setting. ECE Advising does not offer personal counseling services. A STEM background is not required although the candidate should be willing to learn about the fields of electrical and computer engineering.

Additional Information

The position begins in August 2021 and continues through May 2022. August 2021 will consist primarily of training, and hours during the month of August can be more flexible. During the academic year, the intern should expect to work 15-20 hours per week or as required by their graduate school program. Recording of advising sessions is allowed with prior consent of the student(s). Regular supervision will be provided by the ECE Undergraduate Academic Advisor. Supervision by a licensed psychologist is not available through ECE Advising. Interns will begin with the observation of appointments, drop-ins, and workshops before proceeding to supervised or independent sessions. A stipend in the amount of \$6000 will be provided to the graduate intern for the academic year.

Application Procedure

Applications must be submitted online through the University of Minnesota HR system, Job ID 339365. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and attach a cover letter and resume. Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section. A completed application will contain the following materials: (1) a resume and cover letter that describes your interest in the position and explains how your experience has prepared you for the position, (2) the names, titles, and phone numbers of two persons who can provide professional references, and (3) an unofficial copy of your graduate academic transcript(s).

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

The priority deadline for applications is March 15, 2021, although applications will continue to be reviewed until the position is filled.

If you have any questions, please contact Kimberly Scott at scot0052@umn.edu.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.