

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2022-23**



Position Title:	Enrollment Graduate Assistant
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:	Dakota County Technical College
Institution Description:	<p>The mission of Dakota County Technical College is to provide collegiate-level education for employment that will empower individuals to enhance their opportunities for career advancement and success in a global economy.</p> <p>To meet that mission, DCTC faculty, programs and facilities uphold all appropriate credentials, accreditations and standards.</p>
Supervisor:	
Department Description:	<p>The DCTC Student Affairs Division Mission is to: Empower academic and personal success for our diverse community through individualized and inclusive service.</p> <p>Colleagues working with: DCTC Student Affairs Division includes but not limited to; Vice President of Student Affairs, Director of Financial Aid and staff, Director of Career and Transfer, Director of Student Support Services & Student Development and staff, Director of Recruitment & Admissions and staff, Registration and Academic & Financial Aid Advisor.</p>

Appointment: <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Start Date: (3/1/2022)	Compensation: <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 7:30 to 4:00 (Student Affairs weekly hours) Payment Frequency: \$1,500 stipend Additional Notes: Hybrid Schedule
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Position Description & Responsibilities

This position will support DCTC Student Affairs department's efforts to help students navigate the enrollment process, especially to assess the college's majors that pertain to experiential, applied, technical-based learning. This position will be a critical source to help students inquiring, applying, or enrolling into DCTC's technical programs. This position also serves as an opportunity for graduate students interested in the admissions, enrollment management, and/or student affairs' fields to gain practical, hands-on experience in the community college setting.

- 1. Assist with inquiry communications and activities, for DCTC's technical programs.**
 - a. Implement admissions-related leads', prospects', and applicants' contacts, including written, electronic, telephone, and in-person communication and follow-up to students.
 - b. Utilize technology to manage, monitor, and track applicants. This includes use of the student database, Customer Relationship Management (CRM) tool, spreadsheets, and other relevant platforms.
- 2. Assist with event planning, implementation, and follow up tied to DCTC's technical programs.**
 - a. Assist with the facilitation and management of general student success programs including orientation and registration, Bounce Back, Care Team, and other student success initiatives.
 - b. Create and aggregate event surveys to measure student interest and outcomes.
 - c. Follow up with event attendees and non-attendees as needed.
- 3. Facilitate operational efforts to streamline the initial student experience in alignment with the Guided Learning Pathways model.**
 - a. Assist Student Affairs Staff with student appointments as needed.
 - b. Collaborate with student workers to lead calling campaigns grounded in the initial student experience, especially to connect students to the variety of on-campus event offerings and student success initiatives.
- 4. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

Qualifications

Minimum Qualifications

- Pursuing a graduate degree in Leadership in Student Affairs, Higher Education, or a related field
- Ability to work effectively with diverse groups of internal and external customers, students, and families
- Demonstrated excellence in oral and written communication skills
- Demonstrated ability to work independently on a variety of projects and as a member of a team
- Ability to efficiently operate a personal computer and associated software (Microsoft Outlook, Word, Excel, etc.)

Preferred Qualifications *(desired but not expected to have to enter job)*

- Experience working with individuals from diverse and/or underrepresented populations
- Prior professional, student worker, or intern experience in college or university setting

Application process & requirements

- **Contact Name:** Heath Baumgard
- **Address:** 1300 145th Street East, Rosemount, MN 55068
- **Phone:** 651-423-8298
- **Email:** heath.baumgard@dctc.edu
- **Materials Needed:** Cover letter, resume, and reference letter

Instructions for applying: Email Heath Baumgard; heath.baumgard@dctc.edu

Anticipated timeline for scheduling Interviews: January-March