

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



Position Title:	Center for Experiential Education / Campus Cupboard Intern
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:	Normandale Community College
Institution Description:	Normandale is the largest community college in MN. We are located in a Southern suburb of the Twin Cities. Our students represent a wide variety of backgrounds, goals, and experiences.
Supervisor:	Paige Wheeler, Lead Experiential Education Coordinator (LSA Program graduate, class of 2015)
Department Description:	Normandale's Center for Experiential Education runs the Campus Cupboard, our student food shelf. We also coordinate programs in and outside of the classroom to enhance student learning through experiences, such as volunteering, service-learning, internships, and student leadership programs.

<b>Appointment:</b> <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: by Aug. 26th, but we are flexible	<b>Compensation:</b> <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	<b>Remuneration:</b> Week Hours: 20 hours/week. Possibility to work additional hours/week if candidate prefers. Payment Frequency: biweekly Additional Notes:
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**Position Description & Responsibilities**

1. Help coordinate the Campus Cupboard food shelf. Duties include helping in daily operations of the food shelf, food ordering, data reporting, and exploring ways to improve the food shelf.
2. Coordinate Leadership Through Service program. Help students find volunteer opportunities that support their goals, have regular small group meetings with the students, develop monthly sessions on leadership development topics, support students as they plan service-based programs, and track student service hours. The intern will also coordinate recruiting, interviewing, and selecting new cohort members twice per year.
3. Assist department in other areas as needed.

**Qualifications**

Minimum Qualifications

- Bachelor’s degree in Education, Political Science, Psychology, Sociology, Adult Education, Student Development, Social Work or any related field.
- Current enrollment in a graduate program of Higher Education, Student Development, Student Personnel, or related field of study.
- Experience working with diverse and underserved populations.
- Demonstrated computer skills (Microsoft Word, Microsoft Excel, e-mail).
- Excellent interpersonal, problem solving, analytical, and communication skills.
- Ability to take initiative to achieve tasks independently, but also work effectively as a team member.
- Strong organizational and time management skills, ability to set priorities, balance a workload, adhere to a schedule, and meet deadlines.

Preferred Qualifications

- Experience working or volunteering with Experiential Education programs (food shelves, volunteering, service- learning, internships, etc.)
- Skills or experience in applying theories of student development in practice, preferably in the college or university setting.
- Campus program coordination experience.

### Application process & requirements

- **Contact Name:** Paige Wheeler (she or they pronouns), Lead Experiential Education Coordinator
- **Address:** 9700 France Ave. S., Bloomington, MN 55431
- **Phone:** (952) 358-9074
- **Email:** paige.wheeler@normandale.edu
- **Materials Needed:** Cover letter and resume

Instructions for applying: Application will be through State of MN's Careers website. Job will be posted for applications in late February or early March. To express interest and be notified when the job is posted please email Paige Wheeler at [paige.wheeler@normandale.edu](mailto:paige.wheeler@normandale.edu).

Anticipated timeline for scheduling Interviews: Early March 2024