

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



<b>Position Title:</b>	Opus College of Business Academic Advising and Student Success Graduate Intern	
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project	
<b>Institution Name:</b>	University of St. Thomas	
<b>Institution Description:</b>	<p>Established in 1885, the University of St. Thomas is Minnesota’s largest non-profit, private university with an enrollment of over 10,000 students (over 6,000 undergraduates), studying a wide range of liberal arts, professional, and graduate programs on two urban campuses located in St. Paul and Minneapolis. Inspired by the Catholic tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.</p>	
<b>Supervisor:</b>	Carley Stieg	
<b>Department Description:</b>	<p>Nearly 40% of St. Thomas undergraduate students major in Business Administration. In addition to supporting academic courses, the Opus College of Business Undergraduate Program supports the academic advising process and provides the delivery of co-curricular activities for these 2,400+ current and prospective business majors and minors. The Opus College of Business Undergraduate Program is located in McNeely Hall on the St. Paul campus. The team includes the Associate Dean, Sr. Director, Director for Business Learning Through Service, Director of GHR Fellows Programs, Student Services Specialist, Diversity, Equity, and Inclusion Program Manager, Program Coordinator, embedded Career Educator, and Graduate Intern, as well as many student employees and business faculty. The graduate intern will work closely with the Student Services Specialist, Sr. Director, and Program Coordinator to support academic advising and degree planning experiences for students.</p>	
<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months <b>Start Date:</b> Start date: August 2022	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <b>\$19/hr.</b> <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: <b>15 hrs./week*</b> Payment Frequency: <b>biweekly</b> Additional Notes: <b>*Hours may vary slightly each week depending on event/program schedules</b>
<b>Position Description &amp; Responsibilities</b>		

### Position Description:

The Opus College of Business Academic Advising and Student Success graduate intern will work with the Opus College Undergraduate Program student services team to develop and execute an academic advising and student success plan to support and enhance the student experience related to degree planning and advising. Early registration occurs twice per year in November and April and the faculty advising process prepares the student for early registration. The graduate intern will craft and execute holistic, long-term degree planning communications and experiences for students from the first year to graduation to enhance the existing advising process.

Specific job responsibilities include:

- Meet regularly with the undergraduate program student services team; collaborate to develop a holistic, long-term academic advising and student success plan to support existing advising structures and add additional contact points with students.
- Collaborate with the student services team to execute the academic advising and student success plan
- Meet with new business students in group and one-on-one formats to outline the academic pathways to complete a business degree; provide early-level degree planning support; interpret degree evaluations, explain course requirements and prerequisites, and refer students to appropriate resources
- Audit and maintain existing advising and student success resources

### Qualifications

Eligible candidates will be enrolled in the St. Thomas Leadership in Student Affairs graduate program or a similar program related to student affairs, counseling, or higher education. Candidates should demonstrate commitment to the welfare and development of students, excellent communication and interpersonal skills, strong organizational skills with sophisticated multi-tasking ability and attention to detail, ability to work independently as well as part of a team, ability to manage ambiguity, ability to maintain confidentiality and exercise discretion.

### Application process & requirements

- **Contact Name:** Carley Stieg
- **Address:** 2115 Summit Avenue, MCH 128, St. Paul, MN 55105
- **Phone:** 651-962-5841
- **Email:** carley.stieg@stthomas.edu
- **Materials Needed:** Resume, cover letter, and references

### Instructions for applying:

Please submit a resume, cover letter that addresses your qualifications and interest in the position, and three references (names, titles, phone numbers, and email addresses) to Carley Stieg via email.

### Anticipated timeline for scheduling Interviews:

Interviews will be conducted on a rolling basis starting February 2022 until a qualified candidate is hired.