Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2023-2024

Position Title: Schulze Innovation Scholars Program Graduate Assistant

Type Of Position:
☒ Graduate Assistantship
☐ Paid Internship
☐ Unpaid Internship
☐ Special Project

Institution Name: Schulze School of Entrepreneurship, Opus College of Business, University of St. Thomas

Institution Description: The largest private university in Minnesota, with more than 10,000 undergraduate and graduate students. Our founding was inspired by Catholic intellectual tradition. And, we are the only academic institution in Minnesota to be designated a "Changemaker Campus," meaning social innovation, entrepreneurship and caring for the common good are built into everything we do.

Supervisor: Jessica Cooley

Department Description: The Schulze School of Entrepreneurship is a hub of innovative thinking that engages students, seasoned entrepreneurs, small businesses, change makers and leaders. Innovators from all disciplines come to the Schulze School to explore new opportunities, make connections, and turn their ideas into reality.

Appointment:
☐ Academic Year
☒ 12 Months

Compensation:
☐ Stipend
☒ Hourly Wage $18
☐ Parking Provided
☐ Professional Development Funds

Remuneration:
Week Hours: 10-20
Payment Frequency: biweekly

Additional Notes:

Position Description & Responsibilities

The Schulze Innovation Scholars Program Assistant will work directly with the Senior Director of the Schulze School of Entrepreneurship to design, develop, and deliver co-curricular professional development experiences for a group of up to 40 students in the Schulze Innovation Scholars program. Examples of programs include retreats; service events; field trips to local social enterprises, start-ups, and corporate innovation centers; lunches with local entrepreneurs; leadership development workshops; internship assistance; mentoring peer group management, and more. This position will also support the annual interview day for the next cohort of incoming scholars which occurs in February. The Schulze Innovation Scholars Program Assistant will coordinate communications and logistics for events in addition to supporting the design and development of programs. Under guidance of the Sr. Director, they will also manage a student advisory board comprised of Schulze Scholars representing each cohort. The GA will gain valuable experience in student leadership development, event management, student supervision, budgeting, facilitation and more.

It is anticipated that this position would begin toward the end of August 2023 with the option to renew into the next academic year.

Responsibilities:

• The GA will be a critical member of the Schulze Innovation Scholars team to assist with designing, delivering, and evaluating key programs and events.
• Serve as a liaison between the Schulze School and other departments and scholarship programs to collaborate on impactful programming opportunities
• Assist with general support of the Program Director such as working on marketing and promotional projects, PowerPoints, event messaging, social media assets, managing student panels, etc. to recruit future Schulze Innovation Scholars candidates
• Manage event communications to current Schulze Scholars, track attendance, ensure preparedness and full participation from students at required activities
• Manage the Schulze Innovation Student Leadership Council including setting the agenda for monthly meetings and managing all aspects of the meetings (communications, note taking, follow-up, etc.)

Qualifications
Preference for candidates with experience planning highly experiential undergraduate student development programs and internship programs. Demonstrate professionalism in working with business executives, senior leadership, and university administrators. An effective GA will demonstrate exceptional project management and time management skills, written communication and presentation skills, and the ability to think big while maintaining an attention to detail. Ability to communicate with empathy, seeking first to understand, while also holding students accountable for their responsibilities. Comfort with presenting to groups of students. Preferred qualifications: experience with Canvas (LMS), Canva (design tool), MS Office (email, calendar management, Word, PPT, Excel), and St. Thomas internal facilities and catering systems.

**Requirements:**
- Applicant must be in good academic and conduct standing with the university with a minimum GPA of 2.5
- Must be degree-seeking at the graduate level at the University of St. Thomas
- Must be actively enrolled at least part-time for credit
- Must be able to work a minimum of 10 hours per week and travel locally for fieldtrips and site visits
- Remote work possible as business need allows, expectation is that program assistant is present for all in-person activities and events.

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<th>Application process &amp; requirements</th>
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<tbody>
<tr>
<td>- <strong>Contact Name:</strong> Jessica Cooley</td>
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<tr>
<td>- <strong>Address:</strong> 1000 LaSalle Ave, Schulze Hall suite 435</td>
</tr>
<tr>
<td>- <strong>Phone:</strong> 651-962-4185</td>
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<tr>
<td>- <strong>Email:</strong> <a href="mailto:jessica.cooley@stthomas.edu">jessica.cooley@stthomas.edu</a></td>
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<td>- <strong>Materials Needed:</strong> Cover letter and resume</td>
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**Instructions for applying:** Apply for this position via the [St. Thomas employment](#) website.

**Anticipated timeline for scheduling Interviews:** August 2023