

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



Position Title:	Student Life and Career Development Graduate Assistant	
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project	
Institution Name:	Hennepin Technical College	
Institution Description:	<p>The largest Technical College in the state of Minnesota, Hennepin Technical College strives to provide excellence in career and technical education for employment and advancement in an ever-changing global environment across its two campuses. Serving a diverse, nontraditional, commuter and part time student population provides many opportunities for growth for any future student affairs leader.</p> <p>Tied to the Minnesota State System Office goals of Equity 2030 HTC is committed to creating an equitable and engaged workforce that will shape the economy of tomorrow.</p>	
Supervisor:	Stephen Harper, Director of Student Life and Career Development; Laura Otieno, Student Life and Health Coordinator	
Department Description:	<p>The only combined Student Life and Career Development (SLCD) department in the Minnesota State College and University System allows the GA opportunity to work in a variety of functional areas and put into practice real projects and initiatives as a full member of the SLCD team. Centering equity and the student experience the SLCD team strive to provide a space for students to develop into the build essential skills for their lives and careers.</p> <p>The SLCD team is comprised of a Director, two full time coordinators, two part time coordinators, the GA, and two AmeriCorps positions supporting basic needs and career development.</p> <p>Activities that previous GA's have worked on include career fairs, student government, supervising student employees, leadership and mentorship programs, virtual and in person events, internship development, employer relations, health and fitness programming, co-curricular assessment, student clubs and organizations and many others.</p>	
Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: (Aug 1, 2022 approx.)	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: 24-26 hours per week Payment Frequency: paid biweekly following the MinnState payroll calendar Additional Notes: This is paid position as a Minnesota State Employee. You will be eligible for Vacation and sick time.

Position Description & Responsibilities

The part-time, Graduate Assistant position will be under the direct supervision of the student Life and Health Coordinator. The Student Life Graduate Assistant is responsible for supervision of the Student Experience Team, including training, day-to-day management of the Student Life Center, scheduling, and oversight of the peer mentor program. The GA will also assist in career fairs, regular resume review sessions, classroom presentations, and the planning, implementation and evaluation of student programs on campus.

1. Supervise the Student Experience Team (SET), oversee day-to-day operations of the Student Life and Career Center, manage the Peer Mentor program, and assist in the planning implementation, and evaluation of Student Life and Career events.
2. Assist with career fairs, hold open resume review hours each week.
3. Participate in college wide committees and initiatives, seek and attend professional development opportunities, and assist with other Student Life and Career Development division services as needed.
4. Maintain regular office hours, attend staff meetings, and assist with general operations of the office of the Student Life and Career Development Division.

Qualifications

- Bachelor's degree
- Current enrollment in a graduate program of Higher Education, Student Development, Student Personnel, or related field of study
- Demonstrate knowledge of skills needed for success in college.
- Highly motivated and enthusiastic.
- Strong organization, communication, and leadership skills
- Demonstrated computer skills (word processing, scheduling, e-mail, database management, presentation programs, and graphic design)
- Demonstrated ability working effectively and respectfully with culturally and ethnically diverse students.

Preferred Qualifications

- Skills or Experience in addressing issues of student development, preferably in the college or university setting.
- Working knowledge of student development theories specifically those pertaining to retention and transition
- Campus Programming or event management experience
- Strong organizational and time management skills, ability to set priorities, balance a heavy workload, adhere to a schedule and meet deadlines.
- Ability to communicate and work effectively with all College constituencies.

Application process & requirements

- **Contact Name:** Stephen Harper
- **Address:** 9000 Brooklyn Blvd, Brooklyn Park, MN 55445
- **Phone:** 763 442 6314
- **Email:** Stephen.harper@hennepintech.edu
- **Materials Needed:** **Cover Letter and Resume**

Instructions for applying: All interested applicants must complete the Minnesota State online application found on <https://hennepintech.peopleadmin.com/>

Anticipated timeline for scheduling Interviews: Informal interviews will take place on or after Visit Day with formal and final interviews, taking place after the position closes in early March 2022.