



CEHD Career Services

UNIVERSITY OF MINNESOTA

Driven to Discover®

Career Services Graduate Interns 2024-2025

(1) Career Coach Intern | (1) Projects & Administrative Intern

UMN College of Education & Human Development Student Services

The College of Education & Human Development (CEHD) Student Services office at the University of Minnesota (UMN) announces two graduate student intern positions for the 2024-2025 academic year: one Career Coach Intern; and one Projects & Administrative Intern. We are seeking graduate students to be Career Services Interns who are eager to gain experience in career advising, student services/career services programming, project management, content and curriculum, and be trained, mentored, supported and supervised by experienced Career Services professionals. Past graduate interns have gone on to work in various career advising, workforce development and student service focused roles in a variety of public and private organizations and institutional settings.

A stipend of \$6,000-\$8,500 will be provided to each intern in nine installments each month from September 2024 to May 2025. Each internship is approximately 20-25 hours per week. Work locations can be hybrid (on campus and remote).

CEHD strives to be a safe, inclusive workplace for people of all backgrounds and life paths. We strongly encourage individuals with marginalized or underrepresented identities to apply. Some candidates may feel discouraged when faced with an extensive list of job requirements, especially if they don't feel confident about every item. We suggest that you apply anyway. If you believe this is a role that you'll be excited to work in, want to be a part of a culture like ours, and are eager to learn in a student-focused environment, please apply.

College Overview

The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, housing seven departments with ten undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff; 37.2% of our new first year students are students of color and more than 304 of our international students represent over 58 different countries:

www.cehd.umn.edu/about/default.html.

About CEHD Student Services & Career Services

CEHD Student Services, which includes Academic Advising and Career Services, supports the mission of the college by facilitating access, admission, retention, graduation, and development of a diverse

population of life-long learners. We believe engaging with diverse and dynamic ideas, worldviews, situations, and communities is necessary to fulfill our mission and that we have a responsibility to address fundamental issues of bias, discrimination, and exclusion.

Career Services supports CEHD undergraduate and graduate students, and recent alumni. The mission of CEHD Career Services is to support students' career readiness by:

- Cultivating a culture of career
- Empowering students to navigate their career development, which includes knowing yourself, exploring possibilities, engaging, making decisions and setting goals
- Critically assessing equity, inclusion and social justice

Career Services' two priorities for 2023-2028 are career readiness, and anti-racism and social justice. These priorities directly connect to our updated vision: CEHD Career Services envisions a community of graduates who are prepared to navigate their career journey and live out their unique definition of success. www.cehd.umn.edu/career/

Graduate Internship Position Descriptions

- Receive training in strengths-based career advising that is grounded in student development theories relevant to all students, including those with marginalized identities.
- Participate in meetings, staff training and professional development opportunities for UMN staff and from professional associations, with an emphasis on career readiness practices, and equity and inclusion competencies.
- Create and lead presentations for CEHD classes and student groups on career development topics utilizing engaging multimedia and activities that are effective for various learning styles.
- Assist in planning and organizing career events for various student audiences and academic programs/career areas. Participate in virtual and in person events.
- Additional projects and opportunities depending on the intern's interests, background and strengths.

Career Coach Intern

- Guide students through major and/or career decision-making processes with compassion and optimism using various contact methods (e.g. drop-ins and 1-hour appointments, small group, email, phone, and Zoom).
- Conduct individual and group career coaching sessions to educate and support students on internship and job search processes including developing relationships/networking with employers and others, resume writing, negotiating job offers, and navigating workplace culture.
- Research career readiness practices and develop content relevant to students and alumni at various stages of their career journeys.
- May instruct 1-credit career exploration course.

Projects & Administrative Intern

- Learn and apply organizational leadership and human resources development theories, methodologies, and practice as they relate to career development.
- Develop outreach strategies and design materials to publicize career services.
- Research theories and practices for effective and innovative career services operations.

- Assist with developing and editing career service materials relevant to students and alumni at various stages of their career journeys, including assessing use of social media and web-based content.
- Manage databases to analyze student data and labor market information for program evaluation.
- Collect and analyze career outcome data for reports and communication materials.

Qualifications for Graduate Intern Positions

- Applicants must be currently enrolled in a graduate-level program in student affairs/student development, counseling, student personnel psychology, social work, organizational leadership, human resources development or a related area, with an interest in career development, student development, or human development programming. Preference for completion of at least one year of graduate studies by the start of the internship.
- Experience with office computer software and processes. Working knowledge of Microsoft Office (PowerPoint, Word, Excel) and Google Workspace (Drive, Gmail, Docs, Slides, Sheets). Willingness to adapt and learn new technology necessary for projects.
- Ability to take initiative, work independently, demonstrate creativity, and manage ambiguity.
- Ability to collaborate effectively, work as part of a team, and contribute to team meetings and group projects.
- Commitment to diversity, equity and inclusion (DEI), and a passion for holistically supporting the learning, development and career success of all students.
- Experience developing and conducting workshops/presentations or class lessons is a plus.

Career Coach Intern

- Completion of career development and counseling coursework, or related experiential learning. Completion of student development theory coursework is preferred, but not required.
- Experience with job search skills, career development, and teaching or advising with college students is preferred, but not required.

Projects & Administrative Intern

- Completion of project management, organizational development, or related experiential learning is preferred, but not required.
- Completion of training and development, student development or adult learning theory coursework is preferred, but not required.
- Willingness to research, develop, and design communications materials. Experience in mass communications, writing for the web, video creation, or social media content creation are a plus.

Logistics

- This position will start late August, 2024 (exact date to be determined) and will continue through early May, 2025.
- This position is based on the East Bank campus in Minneapolis, MN, primarily in the [Education Sciences Building](#). Some work may be done remotely with approval by the position manager.
- Candidates should expect to intern approximately 20-25 hours per week during office hours (i.e. 8:00 am – 4:30 pm, Monday – Friday) with occasional evening and weekend opportunities during the 2024-2025 academic year.
- Graduate student interns are supervised by a master's level Career Services professional and will have one hour per week of individual supervision. Supervision by a licensed psychologist is not available through CEHD Student Services.

- Graduate interns are provided initial and ongoing training (e.g. begin by observing student appointments, then transition to supervised appointments, and finally move to independent appointments). Interns will also receive project management supervision and training.
- A stipend of \$6,000-\$8,500, depending on qualifications, will be provided for the academic year; stipends will be paid to each intern in nine installments at the end of each month from September 2024 to May 2025.

How to Apply

Email a cover letter and resume to Denise Felder, Associate Director of Career Services, College of Education and Human Development, felde035@umn.edu. Indicate which internship you are applying for.

Priority due date for applications is February 9, 2024 at 4:30pm Central. Postings are open until filled.

Background Check

Any internship offer is contingent upon the successful completion of a background check. Our presumption is that prospective interns are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment or internships.

CEHD and the University of Minnesota provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.