

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



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| Position Title: | Career Services Graduate 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: | Minneapolis Community & Technical College |
| Institution Description: | Minneapolis Community and Technical College (Minneapolis College) is a public two-year college located in the heart of downtown Minneapolis. Minneapolis College enrolls nearly 15,000 students annually and is an active partner in initiatives designed to strengthen the social, economic, and cultural vitality of the Twin Cities |
| Supervisor: | Julie Poyzer |
| Department Description: | The Career Services Department offers a variety of services to assist students throughout their college experience to help them feel more confident about their educational decision and chosen career path. We help students explore with their own eyes, gain experience in the workplace, and prepare for a successful |

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| Appointment: | Compensation: | Remuneration: |
| <input checked="" type="checkbox"/> Academic Year | <input type="checkbox"/> Stipend | Week Hours: |
| <input type="checkbox"/> 12 Months | <input checked="" type="checkbox"/> Hourly Wage | Payment Frequency: (weekly, biweekly, other) |
| Start Date: | <input type="checkbox"/> Parking Provided | Additional Notes: |
| | <input checked="" type="checkbox"/> Professional Development Funds | |

Position Description & Responsibilities

- Provide students with career exploration, resume and cover letter critiques, interviewing tips, and job search assistance through walk-ins and student appointments
- Provide electronic resume feedback for students uploading resumes on the Minneapolis College Job Bank
- Instruct students on how to use the Minneapolis College Job Bank to find job opportunities
- Assist students in identifying other campus resources
- Conduct and/or present workshops to groups on career-related issues
- Plan and implement student events in collaboration with the Career Services team and other campus departments
- Develop marketing materials to promote Career Services events for students and faculty

Qualifications

- Pursuing a degree in Counseling and Student Personnel, Leadership in Student Affairs, Counseling and Psychological Services, Educational Leadership, or related degree
- Interest in working directly with students and learning about Minneapolis College Career Services programming and services
- Demonstrated commitment to student development and a dedication to professional development
- Flexible, adaptable, teachable, energetic, and responsible
- Ability to function both independently and work in a team environment

Application process & requirements

- Contact Name: Julie Poyzer, Director of Career Services
- Address: 1501 Hennepin Ave
- Phone: 612-659-6767
- Email: julie.poyzer@minneapolis.edu
- Materials Needed: Resume, Cover Letter, and References

Instructions for applying: Send resume, cover letter, and references to julie.poyzer@minneapolis.edu

Anticipated timeline for scheduling Interviews: Interview until position filled