

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



Position Title:	New Student Programs, 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:	Normandale Community College
Institution Description:	Normandale Community College is a two-year institution within the Minnesota State Colleges and Universities (MinnState) system located in Bloomington, Minnesota. Mission: Normandale Community College advances individuals' intellectual, career, and personal development by providing outstanding teaching and support.
Supervisor:	Tim Lapanne, New Student Enrollment Coordinator
Department Description:	The mission of New Student Programs is to provide incoming students a welcoming experience and successful transition to Normandale Community College. This department works cross-functionally to reduce and eliminate barriers related to student enrollment and retention.

Appointment: <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Start Date: (ASAP)	Compensation: \$16.00 - \$19.00 /hourly <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 20 hours Payment Frequency: Biweekly Additional Notes:
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Position Description & Responsibilities

A part-time (20hrs/wk) GA position under the direct supervision of the New Student Enrollment Coordinator. Incumbent will assist in coordination of on-campus New Student Orientation program (Advising & Registration); assist in developing modules and tracking mechanisms for online orientation; plan and implement programs for Welcome Week, New Student Welcome day and other FYE events; provide training and guidance to NCC Ambassadors; support strategic enrollment strategies; assist with daily operation of New Student Programs, and complete other duties/projects as assigned.

Job responsibilities:

1. Assist with development and coordination of New Student Advising and Registration sessions that occur both on-campus and online
2. Assist with coordination, marketing and presentation of New Student Online Orientation including working with internal college partners to improve/update online orientation program modules.
3. Assist with creation, marketing, and implementation of Welcome Week for Normandale Students.
4. Maintain regular office hours, attend staff meetings, and assist with general operations of the office of New Student Programs.
5. Assist in developing New Student resources, including written materials, website information, trainings/workshops, forms, and other resources as determined appropriate.
6. Assist with data pulling and data metrics as they relate to New Student Orientation, and other college initiatives.
7. Assist in the recruitment, selection, supervision, and training of NCC Student Ambassadors.

Qualifications

– Minimum Qualifications

- Bachelor's degree
- Current enrollment in a graduate program of Higher Education, Student Development, Student Personnel, or related field
- Demonstrated computer skills (word processing, scheduling, e-mail, database management, presentation programs)

– 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 experience of large-scale events
- Excellent written and oral communication skills.
- Strong organizational and time management skills, ability to set priorities, balance a heavy workload, adhere to a schedule and meet deadlines.
- Demonstrated ability working effectively and respectfully with culturally and ethnically diverse students.
- Ability to communicate and work effectively with all College constituencies.
- Experience working with technology (i.e. Word, Excel, Blackboard/D2L/Moodle, Adobe Creative Suite)

Application process & requirements

- **Contact Name:** Tim Lapanne
- **Address:** 9700 France Ave S., Bloomington, MN 55431
- **Phone:** 952-358-9079
- **Email:** Tim.Lapanne@normandale.edu
- **Materials Needed:** [Resume](#)

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no