

Leadership in Student Affairs Program
University of St. Thomas
Graduate Assistantship or Internship Position



ST. CATHERINE
UNIVERSITY

Position Title: Academic Advising Graduate Intern

Graduate Assistant* Paid Internship* Unpaid Internship* Special Project*

Institution Description: St. Catherine University educates students to lead and influence. Inspired by its visionary founding in 1905 by the Sisters of St. Joseph of Carondelet, more than a century later the University serves diverse students, with a baccalaureate college for women at its heart and graduate and associate programs for women and men.

Department Description: The purpose of academic advising is to guide students to become self-directed learners and decision makers who demonstrate ethical leadership, grounded in social responsibility. Through collaborative mentoring relationships among the student, the academic advisor, faculty and staff, academic advising empowers students to develop and implement sound educational plans that are consistent with their academic, personal, and professional goals.

Position Description

Job responsibilities:

- Internship will be 20 hours per week and focus on advising.
- Develop appropriate advising relationships with students
- Assist in advising at new student programs in August
- Serve as primary advisor for up to 60 first semester, first year students.
- Other duties and projects as assigned

Qualifications:

Applicants must possess a Bachelor's degree. The intern should also be a current graduate student enrolled in a higher educational program related to the field of student affairs. Preference will be given to applicants with: experience in advising; knowledge and understanding of diverse populations; exceptional organizational and time management skills; strong attention to detail; outstanding written and oral communication abilities; and the desire to be a self-starter.

Start Date: April 2019.

Length of Appointment: 12 months, it is important that the applicant can work through the summer.

Supervisor info: Heather Wallace, Assistant Director of Academic Advising

Compensation/remuneration

Salary: Approx. \$10/hour

Benefits: Opportunities for participation in program development, building of strong counseling and referral skills, and an opportunity to match personal interests with campus needs. Become part of an office that collaborates and works well. This is a great opportunity to learn from experienced colleagues.

Application Process

Materials needed: Please send a letter of interest indicating how your skills and abilities may contribute to the campus department and a current resume

**Leadership in Student Affairs Program
University of St. Thomas
Graduate Assistantship or Internship Position**

Contact Information:

Name Heather Wallace

Address: Please communicate via email or phone.

Phone 651-690-6803

E-mail hdwallace@stkate.edu

Opportunity open immediately yes no

Participating in the February LSA Visit Day 2019 yes no

Interviewing later in spring/summer 2015 yes no

* GA pays a minimum of \$10,000 to cover majority of student's tuition

* Paid internship provides a stipend from \$50 – \$9,999

* Unpaid internship provides a valuable work experience in a student affairs or student services department/office

*A special project is different in that the time and length of the experience is determined by the needs and completion of the project. Please denote if paid or unpaid experience in compensation section.