

Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20



Position Title:	Accessibility Resource Center Intern	
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input checked="" type="checkbox"/> Special Project	
Institution Name:	Minneapolis Community and Technical College - Accessibility Resource Center	
Institution Description:	<p>Minneapolis Community and Technical College is a public two-year college located in the heart of downtown Minneapolis. Minneapolis College enrolls nearly 13,000 credit students annually and is an active partner in initiatives designed to strengthen the social, economic and cultural vitality of the Twin Cities metropolitan area.</p> <p>Minneapolis College is guided by the following overarching mission, vision and values of our institution.</p> <p>Mission: Minneapolis Community and Technical College provides access to the transformative power of education in a diverse and dynamic downtown environment.</p> <p>Vision: We see a college that provides access to excellence and pathways to opportunity.</p> <p>Values: <i>Student-centered:</i> anchor all decisions, programs and services around student needs <i>Inclusion:</i> create a climate that empowers, supports and invites participation in the college and the community <i>Community:</i> build an interdependent community allied with our external partners <i>Excellence:</i> work daily to create an outstanding environment for learning and success <i>Integrity:</i> be guided by honesty, fairness, and compassion in all our dealings</p>	
Supervisor:	Caidin Riley, Director of Accessibility	
Department Description:	<p>Accessibility Resource Center: Minneapolis College holds equity and inclusion in high regard. We value diverse perspectives and experiences; and work to foster an appreciation and respect to ensure all students, faculty, and staff feel welcome.</p> <p>The Accessibility Resource Center is charged with the mission of ensuring all programs, services, and activities at Minneapolis College are accessible. We do this important work by:</p> <ul style="list-style-type: none"> • Recognizing that disabilities are socially and culturally constructed and that individuals with disabilities are a vital element to our diverse campus community. • Striving to empower students to be as independent as possible by facilitating an interactive process of creating a universally accessible campus. • Believing equal access is the shared responsibility of everyone: faculty, staff, and students alike. <p>More information about us and the work that we do can be found on the ARC website.</p>	
Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months Flexible length and scope of appointment	<input type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: Flexible based on length and scope of internship Payment Frequency: N/A Additional Notes:

Position Description & Responsibilities

Position Description

Job responsibilities:

Ideal candidates will utilize creativity, initiative, and attention to detail in all areas of their work.

As a teaching and learning office, we strive to meet the needs of all our team members. This means that an internship experience in this office will be directly related to what you put into it. We are a unique department, in that we touch all aspects of higher ed and can create interesting and meaningful experiences no matter what your focus or interests are.

Possible duties include, but are not limited to: serve as a primary point of contact for visitors of the office; phones; appointment scheduling; answering frequently asked questions; and day-to-day operations; assist with accommodation implementation of test proctoring; alternate format conversion; assistive technologies; and captioning. Also, serving as a representative of the ARC during campus events and fulfilling a leadership role for department student workers. Interns will have significant opportunities to engage in cultural competency and professional development activities.

In addition, interns will create a meaningful project that is unique to their interests and strengths and is beneficial to the department. Examples of some previous intern projects have included: building department bridges with TRIO programs; collaborating with Career Services to address disability rights in the workplace; streamlining department processes; revamping the college's new student orientation; and retention efforts of students on academic warning or probation.

Qualifications

Minimum Qualifications (expected to have to enter job)

- * Bachelor's Degree in related field
- * Knowledge and proficiency of common technologies and ability and willingness to learn new technologies

Preferred Qualifications (desired but not expected to have to enter job)

- * Experience working with a diverse population
- * Experience working with individuals with disabilities
- * Knowledge of the Americans with Disabilities Act and Rehabilitation Act 1973
- * Fluent in second language

Application process & requirements

- **Contact Name:** Caidin Riley, Director of Accessibility
- **Address:** 1501 Hennepin Ave, Minneapolis, MN 55403
- **Phone:** 612-659-6730
- **Email:** Caidin.riley@minneapolis.edu
- **Materials Needed:** Please submit a cover letter, resume, and references

Participating At Visit Day: X yes no

Will Schedule Interviews on Campus for another date: X yes no