

<b>Position Title:</b>	<b>Advising Internship</b>
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of Minnesota
<b>Institution Description:</b>	4-year public research institution
<b>Supervisor:</b>	<b>Miranda Miller</b>
<b>Department Description:</b>	The ME Department serves approximately 550 undergraduate students who have been admitted to the Mechanical Engineering major. We are located in Suite 1120 in the Mechanical Engineering building (111 Church St SE) on the East Bank campus.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Stipend	Week Hours: TBD
<input checked="" type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: semester
<b>Start Date:</b> ( June 2019 )	<input type="checkbox"/> Parking Provided	Additional Notes: <b>The intern should expect to work an average of 20 hours per week. A stipend in the amount of \$5000 will be provided for the academic year.</b>
	<input type="checkbox"/> Professional Development Funds	

**Position Description & Responsibilities**

**Opportunities and Expectations**

- One-on-one student advising.* Main point of contact for all current and potential students of the mechanical engineering undergraduate program. Advise undergraduate ME students on a drop-in basis. Assist undergraduate ME students with registration. Registration assistance involves advising on academic programs, adding and removing holds, and issuing permission numbers when necessary. Liaison for students on communications with university administrative offices. Provide support and advise students on completing undergraduate education forms. 25%
- Undergraduate class scheduling and support.* Coordinate with Associate Department Head and Undergraduate Program Coordinator to schedule ME classes. Create new classes and update existing classes, schedule classes, and request classrooms from the Office of Classroom Management. Support web-based class waiting list system for ME courses. Liaison with faculty, publishers and University Bookstore to order textbooks, including desk copies for instructors and TAs. Manage registration of non-ME students in ME classes. Manage distribution and collection of teaching and TA evaluations. 20%
- Assistant to the Director of Undergraduate Studies (DUGS).* Maintain a web-based advising appointment system. Research answers to questions arising during advising. Assist DUGS with processing student petitions. Maintain ME program documentation. Assist in collecting and preparing documentation for ABET accreditation. Maintain advising documents, such as program flowchart and Technical Elective Program brochures. Assist with the collection of application materials and awarding of ME Scholarships. 15%
- Transfer student orientation advisor.* Meet with transfer students and review their transfer credits. Assist them with fall registration. Manage student advising holds. 5%
- Faculty advising coordinator.* Prepare student records and print up-to-date APAS reports prior to student advising appointments. Ensure that APAS records for each student are accurate and up-to-date. 15%
- Undergraduate events manager.* Organize undergraduate events, including Mechanical Engineering Graduation Recognition Events, Scholarship Luncheons, New Student Welcome Events, Major Exploration Events, and Technical Elective Program Lunches. Represent the department at CSE Commitment Events, including the Dean's Showcase and Sneak Preview. Manage event budgets. 20%

## Qualifications

### Qualifications (Required)

Eligible candidates must be enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field. STEM background not required.

### Qualifications (Preferred)

Completed at least one semester in a graduate program in counseling, student personnel psychology, higher education or a related field.

## Application process & requirements

- Contact Name: Miranda Miller
- Address: 111 Church Street SE, Suite 1120, Minneapolis, MN 55455
- Phone: 612-625-5842
- Email: hein0258@umn.edu

### Materials Needed: **Application Procedure**

A completed application will contain the following materials: (1) a resume and cover letter that describes your interest in the position and explains how your experience has prepared you for the above opportunity (2) the names, titles, and phone numbers of two persons who can provide professional references and (3) an unofficial copy of your academic transcript.

Submit application materials via e-mail to Miranda Miller at hein0258@umn.edu.

**Participating At Visit Day:**  yes  no

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