

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



Position Title:	<b>Advising, Recruiting, and Student Services Support Intern</b>
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> <b>Paid Internship</b> <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	<b>University of Minnesota – College of Education and Human Development</b>
Institution Description:	<p><b>College of Education &amp; Human Development (CEHD)</b> is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses seven departments with ten undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty and staff; 38.4% of our new first year students are students of color and more than 265 of our international students represent over 51 different countries.</p> <p>FFI: <a href="http://www.cehd.umn.edu/about/default.html">http://www.cehd.umn.edu/about/default.html</a></p> <p>CEHD and the University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.</p>
Supervisor:	Quinn Nelson, Academic Advisor
Department Description:	<p><b>Department of Curriculum &amp; Instruction Mission:</b></p> <p>The Department of Curriculum and Instruction is committed to training educators throughout the state of MN as well as throughout the US. The Department engages in research and instructional activities related to teacher preparation, pedagogy, instructional technology, curriculum development, and a host of related ideas. The Department is committed to fostering educational practices that lead to a more democratic and just society by:</p> <ul style="list-style-type: none"> <li>• Researching more engaging, more effective ways to teach and learn,</li> <li>• Preparing our students to become capable leaders and collaborators who understand the social, cultural, linguistic, political, and technological factors that influence teaching, learning, and research,</li> <li>• And, partnering with schools and communities to support the engagement and preparedness of all learners.</li> </ul> <p>For more information, see our webpage <a href="http://www.cehd.umn.edu/CI/">http://www.cehd.umn.edu/CI/</a>.</p>

<p><b>Appointment:</b></p> <p><input type="checkbox"/> Academic Year  <input checked="" type="checkbox"/> <b>12 Months</b>          (Flexible start and end date)</p> <p><b>Start Term:</b>          Summer 2019</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> <b>Stipend (\$6000 total)</b>  <input type="checkbox"/> Hourly Wage  <input type="checkbox"/> Parking Provided  <input type="checkbox"/> Professional Development Funds  <input type="checkbox"/> Unpaid</p>	<p><b>Remuneration:</b></p> <p>Week Hours: <b>10 hours/week (flexible schedule)</b></p> <p><b>Additional Notes:</b></p> <p>As a University of Minnesota intern you will have access to:</p> <ul style="list-style-type: none"> <li>• Learning University programs and systems</li> <li>• Professional Development</li> <li>• Mentoring &amp; Networking opportunities</li> </ul>
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**Position Description & Responsibilities**

- Work in close partnership with Departmental Academic Advisers as a support to department level Student Support Services
- Update and/or develop informational admissions and recruiting materials to incorporate new initiatives, program changes, and/or to better meet student needs
- Participate as needed in recruiting events, orientations, and additional programming
- Flexibility to develop projects based on interest in academic advising, scholarships/financial aid, admissions, recruiting, and/or alumni relations
- Option to present at staff meetings on wide-ranging topics related to student affairs and academic advising
- Additional duties as assigned to support student services projects and goals in the department

### Qualifications

- Currently pursuing a Master's degree in Student Affairs, College Counseling, or Higher Education.
- Demonstrated ability to build relationships with and support peoples across all markers of diversity
- Demonstrated ability to integrate social justice passions and practices into work-related activities
- Evidence of effective communication and interpersonal skills
- Experience working in a collaborative and cooperative team setting
- Technological competence related to student support services
- Experience in document creation and editing systems such as Adobe, Canva, Publisher, Word, etc.

### Application process & requirements

- **Contact Name:** Olu Shodipe
- **Address:** 125 Peik Hall, 159 Pillsbury Drive S.E. Minneapolis, MN 55455
- **Phone:** 612-625-1362
- **Email:** oshodipe@umn.edu
- **Materials Needed:** (Cover letter, resume, and references when requested)

**Participating At Visit Day:**                      X yes     no

**Will Schedule Interviews on Campus for another date:**                      X yes     no    For second round interviews.