

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



<b>Position Title:</b>	Career Advancement & Industry Partnerships Intern
<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>	Century College
<b>Institution Description:</b>	Century College is located in White Bear Lake, MN. Century enrolls approximately 9,000 students per semester and is one of the largest 2-year colleges in Minnesota. Students can choose from courses designed to transfer to 4-year colleges and universities as well as over 60 technical programs leading directly to employment. Century students come from diverse backgrounds and lived experiences including first-generation, low-income, students of color, and adult learners. With a wide variety of student support and student life opportunities Century provides a welcoming and vibrant community where students thrive.
<b>Supervisor:</b>	Valerie Castillo
<b>Department Description:</b>	The Center for Career Advancement and Industry Partnerships is a member of the Division of Student Affairs. The Center provides a variety of career services and resources for undecided students, students preparing for transfer to 4-year colleges and universities, students in technical programs leading directly to employment, and professionals returning to further their education.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Stipend \$4,000 <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: 13- 18 hours per week, or as required by graduate program, Mon – Fri, 8:00-4:30. Payment Frequency: Biweekly Additional Notes:
<b>Start Date:</b> (     )		

<b>Position Description &amp; Responsibilities</b>
<p><i>Develop career knowledge and skills</i> Percent of Time: 60%</p> <ul style="list-style-type: none"> <li>• Provide career support during individual appointments and walk-in hours related to job/internship search assistance, resume and cover writing, and interviewing.</li> <li>• Assist students with researching careers and jobs and with connecting them to relevant tools and resources including Century’s College Central Network.</li> <li>• Support students in making meaningful connections with alumni, employers, and professionals that build their network/social capital.</li> <li>• Present workshops/presentations to groups and classes on career-related topics.</li> <li>• Conduct individual and group practice interviews while providing constructive feedback.</li> <li>• Promote and educate students on the value of engagement outside the classroom (e.g. volunteering, student organizations) and support students to pursue opportunities that support their career goals.</li> <li>• Serve as a liaison to student clubs. Coordinate on-campus referrals as needed.</li> </ul> <p><i>Support the Center for Career Advancement &amp; Industry Partnerships</i> Percent of Time: 40%</p> <ul style="list-style-type: none"> <li>• Work in collaboration with Center leadership to build employer connections.</li> <li>• Plan, coordinate, and implement career events in collaboration with leadership and staff of the Center.</li> <li>• Create educational career resource materials, including handouts and presentations, for use by individuals and groups.</li> <li>• Represent the Center and its programs to the public and work to increase awareness of the Center.</li> <li>• Assist in the creation of newsletters, brochures, web pages, etc. that promote the Center and its activities.</li> <li>• Involvement in professional development, training, and staff/division meetings.</li> <li>• Additional projects and opportunities depending on student’s interest and Center goals.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Enrolled in a graduate degree in Higher Education, Counseling and Student Personnel; Leadership in Student Affairs, or a related program.</li> <li>• Interest in working directly with students, learning about Career resources and working in a team environment.</li> <li>• Responsible, open to feedback, flexible, and can function independently.</li> <li>• Commitment to equity and diversity and supporting the career success of all students.</li> </ul>

### Application process & requirements

- **Contact Name:** Apply/direct questions to Valerie Castillo
- **Address:** 3300 Century Avenue White Bear Lake, MN 55110
- **Phone:** 651.779.3977
- **Email:** Valerie.Castillo@Century.edu
- **Materials Needed:** A resume, cover letter, and 3 references (please include names, titles, phone numbers and indicate length and nature of relationship). In your cover letter please explain why you are interested in the internship and highlight any relevant skills and experiences, even if they were more informal in nature.

**Participating At Visit Day:**  yes  no

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