

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



Position Title:	Career Services Associate / Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input checked="" type="checkbox"/> Special Project
Institution Name:	Saint Paul College
Institution Description:	Saint Paul College is a community and technical college on the edge of downtown St. Paul and a member of the Minnesota State Colleges and Universities system. We offer 54 Associate Degree programs and 77 Certificate and Diploma programs to a student body of about 13,000 students. We have one of the most diverse student bodies in the Minn State system, with 63% of our student body identifying as a person of color. We have been helping students succeed in high-demand careers since our humble beginning in 1910.
Supervisor:	Sheryl Saul, Director of Career Placement & Internship Coordinator
Department Description:	Career Services at Saint Paul College offers a broad range of resources for career exploration, career readiness, job search and employer connections to current students, alumni, as well as some support to future students.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input checked="" type="checkbox"/> 12 Months X semester Start Date: (May, 2019)	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: 10-20, flexible during office hours Payment Frequency: Every 2 weeks Additional Notes: Open until filled.

Position Description & Responsibilities

This opportunity is funded by a Great Lakes Completion Grant that focuses on success, retention, completion and employment of students from several programs in our Business division. The candidate will support the objectives of the grant with direction from the Director of Career Services, in partnership with Business pathway advisors

The opportunity has a dual-focus:

Project focus: develop and implement a mentorship program for Business students. Basic accountabilities:

1. Recruit mentees - students enrolled in Human Resources, Business Transfer Pathway and Accounting programs
2. Recruit mentors from partnerships already established between the College and employers/businesses/community members
3. Establish guidelines and coordinate application process
4. Conduct orientation for mentors and mentees
5. Meet with participants individually for check-in and guidance
6. Collect data on participants and assist with reporting processes

Career Services focus: Exposure to a broad range of responsibilities of Career Services in a community and technical college setting.

1. Meet with students to assist with career exploration and planning, career readiness (e.g. resumes, cover letter, interview preparation), job search and connections with potential employers via individual appointments, walk-in hours, on-line job board, and classroom presentations.
2. Assist Director of Career Services with operation of Career Services department
3. Plan, market and implement career related programming such as workshops, career fairs, and networking events

Compensation: \$18/hour, 10-20 hours per week
 Start date: Flexible
 Commitment through November 30, 2019.

Qualifications

- Baccalaureate degree in a related field
- Pursuing a degree in Counseling & Student Personnel, College Counseling & Student Development, Counseling or a related degree OR have completed some post-baccalaureate training related to career development or student development
- Interest in working directly with a diverse student body and learning about career services in higher education environment
- Demonstrated commitment to student development
- Ability to function both independently and work in a team environment
- Proficient with Microsoft Office software
- Prior work experience in customer service, human services, human resources, administration or education field
- Strong organizational and multitasking abilities

Application process & requirements

- Contact Name: Sheryl Saul, Director
- Address: 235 Marshall Avenue, St. Paul, MN 55102
- Phone: 651-846-1384
- Email: Sheryl.saul@saintpaul.edu
- Materials Needed: Cover letter, resume, references or letter of recommendation

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no