

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



<b>Position Title:</b>	Career Services Graduate Intern
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	Minneapolis College
<b>Institution Description:</b>	Minneapolis Community and Technical College (MCTC) is a public two-year college located in the heart of downtown Minneapolis. MCTC enrolls nearly 15,000 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. We offer a
<b>Supervisor:</b>	Jared Scharpen or Susan Kraus
<b>Department Description:</b>	The Career Services Department offers a variety services to assist students throughout their college experience to feel more confident about their education decision and chosen career path. We help students explore who they are, gain experience in the workplace and prepare for a successful job search

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 10 - 15 hours
<input checked="" type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: (weekly, biweekly, other)
	<input type="checkbox"/> Parking Provided	Additional Notes: We might be able to provide a minimal amount for professional development. However, we have on-campus professional
<b>Start Date:</b> (	<input checked="" type="checkbox"/> Professional Development Funds	

**Position Description & Responsibilities**

- Develop relationships with students for future advising opportunities while assisting them during walk-in career advising hours
- Assist students with major/career exploration, along with job search assistance in one-on-one and walk-in appointments
- Plan and implement student events in collaboration with the Career Services team and other campus departments
- Conduct, implement, and present workshops to groups on career-related issues
- Develop marketing materials to promote Career Services events for students and faculty
- Instruct students on how to use the MCTC Job Bank ([www.collegecentral.com/minneapolis](http://www.collegecentral.com/minneapolis))
- Assist students in identify on-campus resources

We will conduct at least a 2-3 day training in August to successfully prepare graduate interns for the fall semester. Training is usually the first or second week in August. We also include on-going professional development opportunities on campus.

**Qualifications**

- Pursuing a degree in Counseling and Student Personnel; Leadership in Student Affairs, or related degree
- Interest in working directly with students, learning about Career Services, and working in a team environment
- Demonstrated commitment to student development and dedication to professional development
- Flexible, adaptable, teachable, energetic, responsible, and can function independently

**Application process & requirements**

- Contact Name: Julie Poyzer, Director of Career Services
- Address: 1501 Hennepin Ave - Minneapolis, MN 55403
- Phone: 612-659-6767
- Email: [julie.poyzer@minneapolis.edu](mailto:julie.poyzer@minneapolis.edu)
- Materials Needed: Send resume, cover letter, and references to [julie.poyzer@minneapolis.edu](mailto:julie.poyzer@minneapolis.edu)

<b>Participating At Visit Day:</b>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
<b>Will Schedule Interviews on Campus for another date:</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no