

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



Position Title:	Career Services Graduate Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University, St. Paul
Institution Description:	<p>Concordia University owns a 41-acre campus just West of Downtown St. Paul with easy access to light-rail and bus transportation. Only blocks away from popular Summit and Grand Avenues, restaurants, shopping, and cultural activities abound. Concordia is known to have one of the most racially and ethnically diverse university student bodies in the state of Minnesota.</p> <p>The mission of Concordia University, St. Paul, a university of The Lutheran Church — Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, for enlightened care of God’s creation, all within the context of the Christian Gospel.</p> <p>Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits.</p>
Supervisor:	Andrea Mayer
Department Description:	The Office of Career Development offers career development services to our undergraduate and graduate students and alumni. Our mission is to assist in the career development process by empowering students and alumni to explore, be engaged, gain experience, and embark on a plan towards their unique professional goals.

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: (Early August through Early May)</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend (\$2000/semester, \$4000 total) <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided (<i>street parking</i>) <input checked="" type="checkbox"/> Professional Development Funds (<i>ability to attend some conferences with office staff</i>)</p>	<p>Remuneration:</p> <p>Week Hours: 16-20 hours/week during normal office hours of 8-4:30 Monday- Friday. There may be a few evening events throughout the year.</p> <p>Payment Frequency: Monthly</p> <p>Additional Notes:</p>
---	---	--

<p>Position Description & Responsibilities</p> <p>Assist the Office of Career Development by:</p> <ol style="list-style-type: none"> 1. Providing individual career advising sessions. Topics may include resume and cover letter reviews, major and career exploration, job or internship searching, researching graduate school, personal statement critiques/feedback, and mock interviews. 2. Delivering career workshops and presentations on resume and cover letter writing, effective interviewing skills, job-search strategies, or additional topics as requested. 3. Planning, organizing, and implementing new or existing department events. 4. Possibility of observing and/or co-teaching a course.
<p>Qualifications</p> <p>Eligible candidates must be enrolled in a master’s program (obtaining credit) in student affairs, student personnel psychology, higher education, counseling or a related field. Candidates should have a desire to focus on career advising in a higher education setting.</p>

Application process & requirements

- Contact Name: Andrea Mayer
- Address: 1282 Concordia Avenue St. Paul, MN 55104
- Phone: 651-603-6148
- Email: amayer@csp.edu
- Materials Needed: Please submit your resume, cover letter, and 3 references to Andrea Mayer at amayer@csp.edu

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no