

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



Position Title:	Career & Internship 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"/>
Institution Name:	Augsburg University
<p>Augsburg University offers more than 50 undergraduate majors and nine graduate degrees to approximately 3,500 students of diverse backgrounds. With a student/faculty ratio of 13:1, the University focuses on close personal interaction with faculty and experiential education opportunities on campus and in the community. An Augsburg education is defined by excellence in the liberal arts and professional studies, guided by the faith and values of the Lutheran church, and shaped by its urban and global settings.</p>	
Supervisor:	Emily Reinert, Assistant Director, Career & Internship Services
<p>The Career & Internship Services office is an integral component of the Strommen Center for Meaningful Work at Augsburg University. The Career & Internship Services office assists students with: assessing interests, talents, and skills; exploring vocation and meaningful work options; linking academic majors with career paths; getting "hands-on" learning through volunteer and internship opportunities; preparing for the job search and/or graduate school; and making a difference in our communities and the world.</p>	

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: (August 2019)</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Week Hours: 20 Payment Frequency: biweekly (weekly, biweekly, other)</p> <p>Additional Notes: \$6,500 stipend distributed equally over academic year with biweekly paychecks</p>
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<p>Position Description & Responsibilities</p> <p>This position is an integral component of the Strommen Center for Meaningful Work at Augsburg University. The Intern assists students with: assessing interests, talents, and skills; exploring vocation and meaningful work options; linking academic majors with career paths; getting "hands-on" learning through volunteer and internship opportunities; and preparing for the job search and/or graduate school.</p> <p>Work with department staff to:</p> <ul style="list-style-type: none"> • Provide individual career coaching and walk-in hours related to job/internship search, resume writing, and interviewing. • Perform educational and career presentations both in classrooms and during career events. • Develop career programming and resources for students. • Assist with internship searches and building employer connections. • Participate in weekly staff and supervision meetings. • Special projects for the Career & Internship Services Office based on the graduate intern's strengths and interest areas.
<p>Qualifications</p> <ul style="list-style-type: none"> • Enrolled in a Master's program obtaining academic credit with some knowledge of career counseling and/or higher education. • Desire to work in a college setting and some experience working with students. • Self-starters who have demonstrated exceptional presentation, communication, and organizational, skills.

- Ability to work effectively and collaboratively in a diverse work environment.
- Ability to lead/teach and mentor others.
- Ability to work effectively in a team environment; and work independently with little supervision.
- Ability to reason/analyze; maintain confidentiality; and demonstrate patience, understanding.
- Ability to show initiative; organize workflow; manage one or more projects; and handle frequent interruptions.

Application process & requirements

- **Contact Name:** Emily Reinert
- **Address:** 2211 Riverside Ave, Minneapolis, MN 55454
- **Phone:** 612-330-1167
- **Email:** reinert@augsborg.edu
- **Materials Needed:** Please send your cover letter and resume to Emily Reinert, reinert@augsborg.edu

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no