

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



Position Title:	Student Life & Career Development Graduate Assistant	
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special	
Institution Name:	Hennepin Technical College	
Institution Description:	Hennepin Technical College (HTC) is a vibrant, energetic two-year technical college whose mission is to provide excellence in career and technical education for employment and advancement in an ever-changing global environment. HTC has just under 8,000 students, mostly part-time with an average age of 28 years old. HTC has two campuses, one in Eden Prairie and one in Brooklyn Park. If you are looking for an opportunity to experience working on multiple dynamic and diverse campuses, this is it!	
Supervisor:	Sue Schmitz and Laura Nguyagwa	
Department Description:	Student Life & Career Development serves the HTC community by providing career experiences (internships), career fairs, career preparation services, student activities, peer mentoring, and leadership opportunities. This department was once two separate departments – one for Career Services and one for Student Life. At a technical college where students are seeking skills that relate directly to the workforce, it made sense to join efforts and become one department working to serve the needs of students. <hr/> Depart Mission: Empower students to build essential skills for their lives and careers. Department Vision: Ignite an inclusive community of learners to advance engagement, leadership, well-being, and career success through out-of-the-classroom experiences.	
Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months 10 Months August-May Start Date: Approx: August 1, 2019	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: 20 Payment Frequency: biweekly Additional Notes: This is paid position as a Minnesota State Employee. You will be eligible for Vacation and sick time.

Position Description & Responsibilities

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The part-time, Graduate Assistant position will be under the direct supervision of the student Life and Health Coordinator. The Student Life Graduate Assistant is responsible for supervision of the Student Experience Team, including training, day-to-day management of the Student Life Center, scheduling, and oversight of the peer mentor program. The GA will also assist in career fairs, regular resume review sessions, classroom presentations, and the, planning, implementation and evaluation of student programs on campus

Responsibilities:

- Supervise the Student Experience Team Leaders in their work to provide weekly programming.
- Oversee the Student Life & Career Center.
- Provide career preparation services (resume reviews, practice interviews, workshops, etc.).
- Conduct classroom presentations on career preparation opportunities and information.
- Assist in the planning, implementation and evaluation of all career fairs.
- Assist with department-wide events.

Qualifications

- A Bachelor's degree
- Commitment to equity and inclusion
- Enrolled in a graduate program in student affairs, higher education, college counseling, student development, social justice, or related program.
- Understanding of the value of career development.
- Demonstrated knowledge of skills needed for success in college.
- Background in program planning, implementation and evaluation of events/programs.
- Ability to work with a diverse student population.
- Strong organization, communication, leadership and diplomacy skills.
- Competence in technology; proficiency in Word, Excel, and PowerPoint.
- Highly motivated, enthusiastic, creative and collaborative.

Preferred Qualifications

- Skills or Experience in addressing issues of student development, preferably in the college or university setting.
- Working knowledge of student development theories specifically those pertaining to retention and transition
- Campus Programming or event management experience
- Strong organizational and time management skills, ability to set priorities, balance a heavy workload, adhere to a schedule and meet deadlines.
- Ability to communicate and work effectively with all College constituencies.

Application process & requirements

- **Contact Name:** Sue Schmitz
- **Address:** 9000 Brooklyn Blvd Brooklyn Park, MN 55445
- **Phone:** 763-488-2441
- **Email:** Sue.Schmitz@Hennepintech.edu
- **Materials Needed:** Cover letter and resume

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no