

Leadership in Student Affairs Program
University of St. Thomas
Graduate Assistantship or Internship Position



Position Title: Student Activities Graduate Intern

Graduate Assistant* Paid Internship* Unpaid Internship* Special Project*

Institution Description: Century College is a two-year community and technical college that is part of the MnSCU system. Our enrollment is roughly 6500 full-time students with 38% students of color.

Department Description: The Student Life Office at Century College is a member of the Division of Student Services. There are 3 full-time staff as well as additional staff with collateral assignments in Student Life. We service over 35 clubs and organizations as well as 20 activities including but not limited to leadership programs, intramurals, health services, theater and intercollegiate athletics.

Position Description

Job responsibilities:

This position cultivates student involvement and the investment into their education through a well-rounded experience resulting in increased student retention. This position assists in the coordination of campus wide activities (events, speakers, educational programming, Welcome Week), student club and committee advising and facilitating outdoor leadership initiatives. This person will support clubs and organizations with resources and information.

Goals of Internship

- Obtain experience advising student organizations through student interactions and group development
- Develop, Plan, and assist with executing large scale student programs
- Gain experience in the two-year community and technical college environment

Intern Responsibilities

To gain experience with student clubs, organizations, and intramurals at Century College

- Maintain office hours to enhance availability for students
- Serve as a co-advisor for the Planning Activities Committee and the Queer and Straight Club
- Develop and assist with Student Life marketing
- Assist in implementing social media for the Student Life department utilizing creative and strategic techniques
- Assist with maintaining and updating Student Life social media and creatively engage the campus community

Develop leadership facilitation and presentation skills

- Serve as a facilitator for the DUCKS experiential learning programs
- Develop, attend and assist in the club leadership series
- Serve as a co-facilitator of the Leadership Institute

Gain experience in the two-year community and technical college environment

- Participate in All College Meetings and Student Services meetings

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- Participation in a campus committee
- Increase understanding of campus functions through involvement with various Student Life functions

Qualifications:

- Enrolled in graduate classes
- Appreciation and knowledge of working within a diverse campus environment
- Preferred: Some knowledge/experience of Student Life

Start Date: August 2019

Length of Appointment: Academic Year

Supervisor info:

Jenn Rasset, Director of Student Life and Leadership Development

Compensation/remuneration

Salary: A monetary stipend of \$4000.00 will be paid (academic year) for 15-20 hours per week.

Application Process

Materials needed: Cover Letter, Resume, and three references. For additional information please contact: Jenn Rasset at Jennifer.rasset@century.edu or 651-747-4015

Contact Information:

Name Jenn Rasset

Address 3300 Century Ave White Bear Lake, MN 55110

Phone 651-747-4015

E-mail Jennifer.rasset@century.edu

Fax 651-748-2625

Opportunity open immediately yes no

Participating in the February LSA Visit Day 2016 yes no

Interviewing later in spring/summer 2016 yes no

* GA pays a minimum of \$10,000 to cover majority of student's tuition

* Paid internship provides a stipend from \$50 – \$9,999

* Unpaid internship provides a valuable work experience in a student affairs or student services department/office

*A special project is different in that the time and length of the experience is determined by the needs and completion of the project. Please denote if paid or unpaid experience in compensation section.