

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



Position Title:	Student Life / Student Activities Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Minneapolis College (MCTC)
Institution Description:	Minneapolis College has about 11,000 students, with an average age of 27, 55% female, 42% male and 3% undisclosed. 39% of our students are White, 30% are Black or African American, 12% are Hispanic or Latinx, 7% are two or more races, 5% are Asian and 1% are American Indian or Alaskan Native. Our mission is: to provide access to the transformative power of education in a diverse and dynamic downtown environment.
Supervisor:	Tara Martinez, Director of Student Life
Department Description:	Student Life creates opportunities for learning & community building for students! Our team supports nearly 40 student clubs / activities including a vibrant Fine Arts program as well as Recreation & Wellness. Each student club is required to have an Advisor. Various student clubs maintain office / work spaces on the 1 st & 2 nd floors of the Helland Center, which is also where the Student Center is located.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months	<input type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: Flexible; approx. 20 Payment Frequency: (weekly, biweekly, other) Additional Notes: Position is currently unpaid. However, we can pay parking and provide some limited professional development funds. There is a possibility that position will be funded.
Start Date: ()		

Position Description & Responsibilities

Job responsibilities may include:

- Coordinate & implement Student Life events for Minneapolis College students; assist at Student Life events on a regular basis, in order to learn more about Student Life at our college and to interact with students on our campus. Events may include leadership workshops for student leaders, social programming and / or cultural programming.
- Create social media promotions plan. Serve as lead for team on Facebook & at least one other social media platform. Propose 3-year plan for department's evolution with social media use.
- Provide knowledge and resources to our 40 student clubs/activities; staff drop-in hours for club Advisors and Leaders.

Qualifications

- Desire to be inquisitive and learn
- Self-confident and outgoing
- Ability to take initiative
- Desire to interact with Minneapolis College students

Application process & requirements

- Contact Name: Tara Stormoen Martinez
- Address: 1501 Hennepin Ave., Minneapolis, MN 55403
- Phone: 612.659.6760
- Email: Tara.Martinez@minneapolis.edu
- Materials Needed: (Cover letter, resume & reference letter)

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no