

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



<p><b>Position Title:</b> Career Services - Student Success and Transitions Intern      Student Success and Transitions Intern</p>		
<p><b>Type Of Position:</b>      <input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project</p>		
<p><b>Institution Name:</b> Century College</p>		
<p><b>Institution Description:</b></p> <p>Century College is a comprehensive two-year community and technical college located in White Bear Lake, Minnesota (just northwest of St. Paul and Minneapolis). Century College is one of the largest two-year colleges in the Minnesota State College and University system. The institutions serves an increasingly diverse student population enrolling over 21,000 credit and non-credit students each year. Century College offers over 100 degrees, diplomas and certificates in general education and transfer, business, human services, health sciences, technology, engineering, applied design, industrial and non-credit workforce training.</p>		
<p>Supervisor:      Sue Dion</p>		
<p><b>Department Description:</b></p> <p>The Academic Partnerships department is within the Academic Affairs division at Century College. Working with 14-area high school districts, this department is charged with fostering collaborative partnerships among various constituencies with a focus on the development and implementation of strategies designed introduce students to opportunities to earn college credit while in high school. The work of this department relies on exemplary relationship building skills, adept problem solving and creative use of internal and external resources.</p> <p>The Academic Partnerships department exists in a state two-year college, which delivers both career and technical degrees. In this setting interns may work with Academic Affairs, Student Affairs, and School district personnel in planning and implementation of a project within in a large government organization, and designing project parameters that can simultaneously impact two aligned but very different educational system, K12 and higher education.</p>		
<p><b>Appointment:</b></p> <p><input type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p><b>Start Date:</b> ( <b>September 10,</b> completion of hours by <b>30 May</b> )</p>	<p><b>Compensation:</b> \$15,600</p> <p><input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds</p> <p><b>*this is a contracted position and ineligible for benefits</b></p>	<p><b>Remuneration:</b></p> <p>Week Hours: 10-20hr/wk depending on projects, flexible</p> <p>Payment Frequency: <b>bi-weekly</b></p> <p>Additional Notes:</p>

## Position Description & Responsibilities

The college has recently reorganized from individual academic programs into academic pathways. The movement toward academic pathways is an increasing popular educational delivery trend in area high schools.

Academic pathways enables the college to create efficiencies, align resources and events across similar academic programs. What this means for students is that they will have an increased awareness of how courses they take in high school may both transfer into a college degree program and prepare them for work in their chosen academic major.

The intern will lead collaborative efforts to identify pathway focused career exploration and employer engagement strategies that are replicable by pathway. Working in partnership with the Applied Learning Team (Career Services, Job Preparation, and Employer Relationships) and the Academic Partnerships team, the intern will develop templates, tools, timelines needed to implement pathway focused partnership events. This work may include outreach, promotion and research to support development and expansion of academic career pathways.

Required skills set for the ideal candidate include; question focused leadership (how might we, what impact, how do you), the ability to collaborate across student affairs and academic affairs departments, the ability to gather information independently and make informed decisions. The intern will also work with area high schools to inform the design of the plan and gather feedback about event implementation.

After gathering relevant project details, the person will develop the project plan by following the steps below.

- *Assess the landscape*
- *Build the plan*
- *Gather internal resources & identify available communications channels and resources*
- *Implement the plan*
- *Assess short term impact*

The intern will work to develop and implement 2-3 partnership events for the **Business Pathway** (as a model) which includes the following degree areas; Business, Office Technology, Office Medical Technology, Marketing, Marketing Communication Technology, Accounting. One example of such an event could be development of Meet & Greet sessions designed to introduce and engage career and technical education K-12 instructors and college faculty about best practices within the Business Pathway.

The timelines, templates and tools developed will be piloted in the design of similar events in a second pathway, which is likely to be the **Health Sciences Pathway**: Education, Translation and interpreting, Human Services, Addiction Counseling, Cosmetology, Mental Health Aid, Criminal Justice, Law Enforcement, and Public Safety

### Intern outcomes include:

1. Designing implementing activities and processes designed to support student transitions and exploration of career pathways in career and technical education programs.
2. Working across Academic and Student Affairs divisions and departments to implement collaborative support services for students.
3. Modeling cross system (k12/higher ed) student transition strategies.
4. Engaging the business sector and related employers in student transition support.

## Qualifications

- Interest in and/or history at a two year community or technical college
- Graduate level student with interest in supporting student growth, career exposure/exploration
- Interest in developing a skill set in project planning and implementation
- Independent decision making skill
- Independent self-starter
- Evidence of solution focused thinking
- Demonstration of strong organizational, communication, and interpersonal skills
- Ability to interact respectfully with people from diverse socioeconomic, cultural and ethnic backgrounds

### Application process & requirements

- Contact Name: Sue Dion
- Address: 3300 Century Ave North
- Phone: 651-444-2006
- Email: sue.dion@century.edu

**Materials Needed:**

1. Submission of resume and cover letter
2. Phone informational interview
3. In person interview

**Participating At Visit Day:**  yes  no

**Will Schedule Interviews on Campus for another date:**  yes  no