

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



Position Title:	Career Services Graduate Assistant - Dakota County Technical College & Inver Hills Community College
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Dakota County Technical College & Inver Hills Community College
Institution Description:	This is a shared position between both Dakota County Technical College and Inver Hills Community College.
Supervisor:	Brenda Lyseng
Department Description:	This position will work with the Career Services offices at both campuses and have strong partnerships with the Title III grant received to provide additional services to Adult

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 20 Hours per week
<input type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Hourly Wage	Payment Frequency: Biweekly
Start Date: (Aug 2019)	<input type="checkbox"/> Parking Provided	Additional Notes:
	<input type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities	
POSITION PURPOSE	
To assist in the process of providing career services with programming to Dakota County Technical College and Inver Hills Community College students and support faculty. To provide academic-related learning experiences in higher education career development to graduate students pursuing degrees in students affairs, psychology, education, human resources, and related fields.	
RESPONSIBILITIES AND RESULTS	
1.	Under the supervision of each campus' Director of Career Services the intern will: Assist with development and provision of comprehensive career services both in individual and group student sessions for technical, liberal arts and career programs, to increase student success and completion of underserved adult learners and varied populations. Individual career advising and group education will support career exploration and, when applicable, academic transfer. Priority: A Percent of Time: 30%
2.	In partnership with Director of Career Services at relevant campus support faculty, students and industry partners in best practices and process improvements for participate in internships, other forms of experiential learning and employment, inclusive of on- and off-campus. Assist the Career Services staff with day-to-day operations and grant reporting, initiatives and outcomes needs. Priority: B Percent of Time: 20%
3.	Assist or prepare and provide career readiness workshops and other programming with students. Priority: A Percent of Time: 25%
4.	Under guidance of Directors collaborate with faculty, connect with alumni and community constituents to build employer recruitment opportunities and relationships, including coordinating fairs and visits. Priority: B Percent of Time: 10%

5. Assist with data management collection and management to support career services outcomes.

Priority: B Percent of Time: 10%

6. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner and contribute to student success.

Priority: B Percent of Time: 5%

Qualifications

Minimum Qualifications *(expected to have to enter job)*

- Pursuing a graduate degree in Human Resources, Leadership in Student Affairs, or related degree
- Relevant experiences offering high quality face-to-face individual interactions with adult learners
- Familiarity with college career services and event planning
- Strong organizational and communication skills (written, oral and electronic)
- Computer skills in Microsoft Word, Excel and PowerPoint
- High initiative, strong interpersonal skills, and the proven ability to function independently

Preferred Qualifications *(desired but not expected to have to enter job)*

- Career development and job search preparation experience
- Experience facilitating workshops, career fairs and trainings in-personal and/or online
- Previous higher education roles relevant to position
- Experience working with diverse individuals of post-traditional learners, first-generation and veterans
- Experience developing community and business partnerships
- Knowledge of assessment, data management, ELearning, virtual advising and/or other software or online technology tools
- Willingness to work at least 1 evening per week in order to ensure access for adult learners to Career Services.

Application process & requirements

- Emily Johnson
- Inver Hills Community College: 2500 East 80th Street, Inver Grove Heights, MN 55076
- Phone: 651-450-3241
- Email: ejohnson@inverhills.edu
- Materials Needed: **Please submit resume and cover letter expressing interest in the position.**

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes, will arrange as applications are submitted no