

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Dakota County Technical College, Rosemount, MN &
Inver Hills Community College, Inver Grove Heights, MN

Department/Division: Title III Grant	AFSCME Student Worker – Paraprofessional
Supervisor: Marah Jacobson-Schulte, Title III Project Director	Working Title: Career Services Graduate Assistant
Duration: Part time, Academic Year, ASAP – May 11, 2018	Number of openings: 1
<input checked="" type="checkbox"/> Part-time	Apply by: 01/03/2018

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

- 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%
- 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%
- Assist or prepare and provide career readiness workshops and other programming with students.
Priority: A Percent of Time: 25%
- 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%
- Assist with data management collection and management to support career services outcomes.
Priority: B Percent of Time: 10%
- 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%

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KNOWLEDGES, SKILLS, AND ABILITIES

Position is designed to build Graduate Assistant's applied learning in Career Services related to graduate degree program areas of Student Affairs, Human Resources, Education, Psychology and/or related fields.

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

COMPENSATION: Hourly wage based on grant stipend funding of \$5,000 per semester and start to end dates.

RELATIONSHIPS

This Position Reports to

The position reports directly to the Title III Project Director. The incumbent will receive daily supervision by each campus' Director of Career Services and will interact with other personnel in the Title III grant, and with other departments of the Colleges providing assistance and supportive services to students.

Internal and External Clientele and Purpose of Contact

The incumbent will frequently communicate with students in provision career services

The incumbent will frequently communicate with employers, faculty members and Student Affairs staff while coordinating the provision of career advising services to students enrolled in various educational programs, and also to other staff members of the Colleges providing services to students seeking internships, experiential learning and/or employment.

APPLICATION PROCESS

Upload application materials in Minnesota State posting website: resume, cover letter detailing how you meet the above qualifications, and details on relationship and contact information for three references with names, emails and phone number.

CONTACT

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.

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