

## **Graduate Assistant – Internship Program**

**Title:**

Graduate Assistant – Internship Program

**Department:**

NDSU Career Center

**Supervision:**

This position reports to Allison Goossens, Assistant Director – Internship Program in the NDSU Career Center.

**Position Description:**

This position supports the administrative and registration processes of the Career Center's Internship Program. This role assists the Internship Program Specialist in program processes and reporting requests and assists with projects that contribute to the strategic plan under the direction of the Assistant Director who manages the Internship Program.

**Summary of Responsibilities:****Customer Service**

- Maintain high level of customer service and become knowledgeable of all services offered through the Career Center.

**Program Management**

- Use our program management system to complete the internship approval and registration process, maintaining up-to-date records.
- Run weekly reports using the system's data tools and excel.
- Participate in weekly Internship Program team meetings and regular staff meetings.
- Manage the distribution and collection of student and employer evaluations, sent out via the management system and Survey Monkey.
- Assist with the evaluation of scholarship applications.

**Student Engagement**

- Become well-versed in the Career Studio model and provide coaching for students and alumni on career-related topics.
- Meet with future intern students (1:1 or in small groups) to inform them of the registration process.
- Develop content for internship-related presentations for a variety of audiences.
- Schedule and complete classroom and student organization presentations, covering our program basics and the registration process.

**Projects and Promotions**

- Manage the "Intern Spotlight" and "Alumni Spotlight" blogging programs.
- Manage various email campaigns throughout the semester.
- Participate in promotional tabling events across campus and other program signature events.
- Complete other project-based tasks as assigned.

**Qualifications:**

The candidate must be a degree-seeking student in an NDSU graduate program and in good standing with the University. The ideal candidate will demonstrate the following:

**Required Qualifications:**

- Basic computer knowledge, including Microsoft Office programs
- Effective interpersonal, oral, and written communication skills
- Ability to manage deadlines with strong attention to detail
- Self-motivated, able to work independently
- Maintain confidentiality working with student records
- Ability to make people feel comfortable and at-ease
- Ability to ask good and appropriate questions
- Ability to maintain office hours on campus

**Preferred Qualifications:**

- 1 – 2 years working in a professional setting
- Experience in program development
- Experience with experiential learning – directly or indirectly
- An interest in student development

**Terms of Employment:**

This position requires 20 hours per week for the duration of the contract, not including the semester break. Work hours will be primarily during normal business hours, with some evening hours as needed. The work schedule will be arranged upon hire with the supervisor. The appointment begins **mid-August** with participation in a required Career Coaching and Internship training week. The appointment will **end in May**, with a possibility to continue employment.

**Stipend:**

\$1,000 is paid to the GA per month, along with a full base NDSU tuition waiver.

**Application Process and Materials:**

Interested applicants should email the following materials to the contact below:

- Letter of Interest/Cover Letter, outlining your interest and qualifications
- Resume or CV

**\*\*Position open until filled, review of applicants will begin end of April**

**Contact Information:**

Allison Goossens, Assistant Director – Internship Program

[Allison.goossens@ndsu.edu](mailto:Allison.goossens@ndsu.edu)

701-231-7112