

## **Graduate Assistant – Internship Program**

**Title:**

Graduate Assistant – Internship Program

**Department:**

NDSU Career and Advising Center

**Supervision:**

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

**Position Overview:**

This position supports the administrative processes of the Career and Advising Center's Internship Program, and assists with general program and office initiatives.

**Summary of Responsibilities:****Program Management – 60%**

- Manage administrative aspects of the Internship Program to include: record processing, course registrations, and evaluation distribution/collection
- Run weekly reports using the program's management system and Excel

**Programming and Projects – 15%**

- Assist with internship-specific projects, events, and initiatives
- Assist with Intern Spotlight Blogs, Newsletters, Videos, and other marketing pieces for the Internship Program

**Student Engagement – 15%**

- Meet with students (1:1 or in small groups) to inform them of the registration process and strategies for internship search
- Become well-versed in the Career Studio model and provide coaching for students and alumni on career-related topics

**Other – 10%**

- Support Career and Advising Center events and programming, as directed
- Participate in weekly Internship Program team meetings and regular staff meetings as able.
- Other duties 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:

**Minimum Qualifications:**

- Bachelor's degree
- Admitted graduate student at NDSU
- Demonstrated experience with Excel and ability to navigate other online management systems/programs
- Effective interpersonal, oral, and written communication skills
- Strong attention to details and the ability to manage deadlines

Preferred Qualifications:

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

**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 the possibility of continued 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 apply here:

[https://prd.hcm.ndsu.edu/psc/recruit/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&Action=U](https://prd.hcm.ndsu.edu/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

**\*\*Search Job ID: 2927874**

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

**\*\*Position open until filled, review of applicants will begin on June 16<sup>th</sup>, 2021.**

**Contact Information:**

Allison Goossens, Assistant Director – Internship Program

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