Graduate Intern Position Announcement
CLA Advising
Undergraduate Education, College of Liberal Arts
University of Minnesota

CLA Advising in the College of Liberal Arts at the University of Minnesota announces openings for two graduate student interns for the 2018-2019 academic year.

We are seeking graduate students who are interested in participating in the advising, research, planning and delivery of a variety of advising services in a fun, dynamic, and cutting edge environment. Our liberal arts focus provides exposure to a broad range of advising experiences.

About CLA Advising
CLA Advising has several offices across campus in Johnston, Bruininks, Appleby, and Heller Halls, all of which are located in the heart of the U of M campus. CLA Advising works closely with the college’s academic departments to provide a full range of academic advising support to its undergraduates and to optimize college-wide academic support services. This collaboration will include supporting cross-training needs, programming and best practices initiatives, and establishing and monitoring key success indicators such as retention and timely degree progress.

In CLA Advising, professional advisors work individually and in groups with students to help them identify their strengths, clarify their interests, and explore available areas of study in the context of the liberal arts. The overarching model is one positioned at the intersection of development and learning, drawing on multiple theoretical perspectives in the professional literature (for example, self-authorship, appreciative advising, advising as teaching, high-impact educational practices). Advisors provide students with a balance of support and challenge, engaging in a professional practice that is highly contextualized, nuanced, and responsive to the individual learner’s preparation, ability, and interests. Great emphasis is placed on expanded multicultural competence, in line with the broader university and college goals of diversity, equity, and inclusion.

Opportunities
1. Receive training regarding academic advising techniques, applications, and undergraduate degree progress issues relevant to liberal arts students through in-person training and advising appointment observations.

2. Conduct individual drop-in advising appointments to assist students with general questions regarding major and degree requirements, registration, adding/canceling classes, academic policies and exceptions, and campus support and department referrals.

3. Participate in transfer student orientation by facilitating orientation sessions and assisting students on course planning and registration.

4. Conduct research, analyze data, facilitate student/staff focus groups, and other activities as appropriate that help promote, clarify, and advance advising practices.

5. Engage in transfer student projects and experiences as appropriate which may include student outreach, course support, orientation, and transfer credits evaluation.

6. Plan, organize, and implement new or existing CLA Advising events as appropriate.
7. Involvement in campus-driven advising events and workshops as appropriate.

8. Additional opportunities may be available depending on a student’s background, interests, and skills.

**Qualifications**

Eligible candidates must be enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field and should have completed at least one year of study by the start of the internship. Coursework in academic advising is preferred. Candidates should also have a desire to focus on academic advising or career counseling in a higher education setting. CLA Advising does not offer personal counseling services.

**Additional Information**

The position begins in September 2018 and continues through May 2019. The intern should expect to work 20-25 hours per week, or as required by their graduate school program. Recording of advising sessions is allowed with the consent of the student(s). Supervision will be provided on a weekly basis by one of the professional master’s level academic advisors on-site. Supervision by a licensed psychologist is not available through the CLA Advising. Interns will begin with the observation of appointments, workshops, etc; proceed to supervised sessions, and then independent sessions. A stipend in the amount of $4000 will be provided to the graduate intern(s) for the academic year.

**Application Procedure**

A completed application will contain the following materials: (1) a resume and cover letter that describes your interest in the position and explains how your experience has prepared you for the above opportunities, (2) the names, titles, and phone numbers of three persons who can provide professional references, and (3) an unofficial copy of your academic transcript.

Submit applications materials via e-mail to class@umn.edu or at the address below.

Mail materials to:

Search Committee Chair, Advising Intern
CLA Advising
University of Minnesota
16 Johnston Hall
101 Pleasant Street S.E.
Minneapolis, MN 55455

Applications are welcomed starting on February 1. They will be reviewed as received until the position is filled.

If you have any questions, please contact the CLA Advising Office at class@umn.edu or 612-625-2020.
The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.