Graduate Intern Position Announcement
CLA Career Services
University of Minnesota, College of Liberal Arts

The CLA Career Services office in the College of Liberal Arts at the University of Minnesota-Twin Cities is excited to announce two openings for graduate student interns for the 2018-2019 academic year.

We are seeking graduate students interested in participating in the creation, planning and delivery of a variety of career services for undergraduate students in a fun, dynamic, and cutting edge environment. Working in the College of Liberal Arts provides exposure to a broad range of counseling experiences. Past graduate interns have gone on to work in a variety of institutional settings and student service focused roles. CLA Career Services has a strong commitment to support the University's goal of creating a positive and inclusive campus climate for all. We are seeking a diverse pool of candidates with varying identities and backgrounds.

About CLA Career Services
CLA Career Services supports 13,000+ undergraduate students studying in over 65+ unique majors.

CLA Career Services Purpose Statement:
To prepare CLA undergraduate students to navigate the lifelong career development process and excel in their chosen fields by empowering them to…

Explore: discover their unique strengths, values, interests, and identities as they explore career pathways.
Experience: engage in experiential opportunities that foster thoughtful reflection, planning, decision-making, and professional growth.
Excel: launch from college to career by articulating and applying their liberal arts education in order to adapt, thrive, and be innovative leaders in a diverse and ever-changing world.

One of the major initiatives of the College of Liberal Arts is Career Readiness. In recent years, a focus on career readiness has become a national movement across colleges and with employers. The National Association of Colleges and Employers (NACE), defines career readiness as: “The attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.” CLA is on the forefront of this national career readiness movement. As part of our team, you’ll see first-hand how CLA is building college-wide focus on career readiness to ensure our alumni are the most desirable graduates available.

Position Description
• Receive training regarding career counseling techniques, applications and the unique career development issues relevant to a diverse range of undergraduate liberal arts students.
• Involvement in career development and higher education professional associations, events, and workshops.
• 60% Conduct individual career counseling sessions and drop-in visits to assist students in major and career exploration (including utilization of assessments such as the Strong Interest Inventory, StrengthsFinder, and the Myers-Briggs Type Indicator), job and internship searching, interviewing (and conducting practice interviews), and graduate school planning.
• 20% working toward co-teaching a credit bearing career course. Fall semester includes classroom observations & other outreach/group facilitation. Spring semester, co-teach, which may include developing lesson plans, grading assignments, facilitating lectures & discussions & other responsibilities as appropriate.
• 10% Deliver workshops on resume and cover letter writing, effective interviewing skills, job-search strategies, or additional topics as appropriate.
• 10% Plan, organize, implement, and/or support new or existing CLA Career Services events such as career fairs, including leading all aspects of event planning and execution of a large-scale student alumni networking event that happens annually spring semester.
• Additional opportunities may be available depending on a student’s background, interests, and skills.

Qualifications
• Enrolled in a graduate program in counseling, student personnel psychology, higher education or a related field and a preference for completion of at least one year of graduate studies by the start of the internship.
• Desire to focus on career counseling in a higher education setting. CLA Career Services does not offer personal counseling services.
• Experience working with students of varying identities and backgrounds and a commitment to effectively providing culturally-relevant services and support.
• Ability to adapt to a fast-paced environment, work as a team, take initiative, communicate effectively, and manage ambiguity.

Logistics
• The position begins in late August 2017 prior to the school year beginning (start date is negotiable) and continues through May 2019. The intern should expect to work 20 hours per week, or as required by their graduate school program.
• Recording of student appointments 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 career counselors on-site. Supervision by a licensed psychologist is not available through the CLA Career Services office.
• Interns will begin with the observation of appointments and workshops, proceed to supervised sessions, and then independent sessions.
• The stipend for this position is $4000 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 this role and (2) the names, titles, and phone numbers of three persons who can provide professional references.

Submit applications materials via e-mail to Erica Tealey at teal0013@umn.edu. Priority deadline is Friday, February 2nd, but applications are considered on a rolling basis until the position is filled. If you have questions about the position, please contact Erica.

The University recognizes and values the importance of diversity and inclusion in enriching the experience of its workplace and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647)