Completed Applications are due on Friday, October 28, 2016

As the Advisement & Registration (A&R) Intern, you will work as a team member with Students in Transition (SIT) staff on the A&R program. You will assist with planning, implementing, and evaluating the program for new UMD students and their families. You will also have the opportunity to work with other SIT programs to further your academic and career goals and to support the needs of the SIT office.

SIT is committed to the belief that a new student’s growth and academic experience are enhanced when special attention and support are provided, ultimately leading to improved student success and persistence to graduation. With this in mind, the mission of SIT is to work collaboratively with students to develop the tools and resources to foster engaged learning and participation in a diverse world.

This internship begins in spring semester and carries through to the A&R dates in summer. The workload starts with a few hours a week and builds to full time during A&R.

The A&R Intern assists the A&R Coordinator with development of a successful orientation experience for incoming students. The preliminary responsibilities and expectations of the A&R Internship are listed below; changes will be made once the intern has been selected and we finalize what A&R will look like for 2017. It is important to note that other responsibilities may be assigned when appropriate.

Responsibilities

1. Administrative Duties
   - Attend weekly A&R Committee meetings, as able
   - Work with the front desk staff to send out invitations
   - Maintain and update the student advisor mail Google group
   - Order t-shirts and other supplies for student advisors
   - Update, collect/scan, and organize administrative materials
   - Organize materials for incoming students, including student folders and invitations
   - Set up and take down on day of A&R, including bringing all items from SIT Office/storage for use during A&R and back once the day is over
   - Assist with day-to-day A&R tasks

2. Student Staff Administration and Supervision
   - Assist with recruiting, hiring, and training student advisors
   - Maintain database of student advisors
   - Schedule student advisors for shifts; maintain accurate records of attendance of student advisors; monitor absences and late shifts
   - Help plan meetings with student advisors to disseminate information and build team dynamics

3. Technology Management
   - Learn and become proficient with VZO program management
   - Assist SIT staff in designing content for SIT Moodle Module, and keep it updated
   - Learn about assessment, how to analyze results, and implications for programmatic improvement; work with SIT staff in designing Baseline tool and how to ensure students complete survey

4. Other Duties as Assigned

Required Qualifications

- Must be a UMD degree-seeking undergraduate student registered for at least 12 credits during Spring 2017 and Fall 2017 academic sessions.
- One year of experience with Advisement & Registration as a Student Advisor.
- Have a cumulative GPA of 2.5.
- Energy, enthusiasm, and sensitivity for assisting students facing many new experiences.
- Demonstrated effective teamwork, communication, and conflict resolution skills.
- Ability to exhibit professional conduct at all times.
Office for Students in Transition
Advisement & Registration Intern -- Job Description

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Preferred Qualifications

- Be available for the estimated hours for the internship throughout the Spring 2017 semester. The scheduling of these hours can be negotiated, although regular availability would be ideal.
- Be willing to learn about SIT programs, publications, and outreach efforts.
- Willingness to learn how to have difficult supervisory conversations.
- Ability to manage details and piece together many pieces of separate data.
- Ability to work independently and under direction.
- Ability to edit and proofread.
- Willingness to role model a “bold and friendly” attitude.

Time Commitment & Training

- 10-20 hours per week during Spring 2017 semester.
- 8 hours per day during A&R program.
- Attendance at all A&R dates: May 22 – 26th; June 2 – 14, 19 – 30, July 11, August 7-9, 14, & 17.
- Student Advisor Training: TBD

Compensation

- $10.50/hour of their work
- You may choose to take this internship for credit with the approval of your academic department; 10-15 hours/week is typically a 3-4 credit internship.
- Valuable work experience for future employment, particularly for students interested in seeking a career in higher education/student affairs

Reports To

- Advisement & Registration Program Coordinator (Direct Supervisor)
- Can take direction from any SIT professional staff member and collegiate advising staff
  - During Advisement & Registration sessions, many SIT professional staff work together to ensure the program is successful. It is important to note that the intern may be given specific responsibilities from the SIT Operation Systems Assistant, Transfer Student Coordinator, and/or Director, in addition to the Program Coordinator, during these sessions.

Questions & Selection Information

- To apply, visit z.umn.edu/stuleader for detailed instructions
- Contact Emily Borra at 218-726-8863 and/or ekborra@d.umn.edu for more information