Leadership in Student Affairs Program
University of St. Thomas
Graduate Assistantship or Internship Position

DAKOTA COUNTY
TECHNICAL COLLEGE

Position Title: Student Services – Office of Scholarships and Financial Aid Graduate Intern

☐ Graduate Assistant*  X Paid Internship*  ☐ Unpaid Internship*  ☐ Special Project*

Institution Description: Two-year technical college located in Rosemount, serving approximately 5500 students. The mission of Dakota County Technical College is to provide collegiate-level education for employment that will empower individuals to enhance their opportunities for career advancement and success in a global economy.

Department Description: The Office of Scholarships and Financial Aid is an integral component of the Student Services Office, which encompasses Admissions, Academic Advising, Records and Registration, and the Office of Scholarships and Financial Aid. The office functions in a variation of a one-stop environment, where student inquiries are triaged through a multi-level process to provide needed information and services in the most efficient and helpful manner possible.

Position Description:
Under the supervision of the Director of Scholarships and Financial Aid, the intern will guide new and continuing students through the financial aid process from application, through awarding and disbursement. The intern will also work closely with the Admissions, Records and Registration, and Advising staff to ensure integration of other area’s needs into the student’s inquiry or visit.

Job responsibilities/tasks:
- Serve as a positive representative of Dakota County Technical College
- Participate in training and professional development opportunities
- Participate in New Student Advising & Registration Sessions, Orientation, and Financial Responsibility initiative
- Student advising opportunities, once knowledge and competence gained
- Assist Director of Scholarships and Financial Aid with special projects
- Attend Financial Aid staff meetings and Student Services staff meetings
- Shadow and meet with Advisors and other members of Student Services
- Additional opportunities and experiences available

Qualifications:
We are looking for someone who is organized, motivated, and interested in learning the financial aid process and the critical role it plays in the enrollment, retention and success of students at a two-year technical college. Attention to detail, strong interpersonal skills, flexibility, initiative, professionalism, and ability to function independently and as team member are critical in this role.

Position is available to students enrolled/accepted into the Leadership in Student Affairs program.

Start Date: August 2015 – Flexibility for summer start

Length of Appointment: Academic Year. Internship hours are flexible, but general expectation is an average of 15-20 hours per week, between the hours of 8:00 a.m. and 5:30 p.m., Monday –Friday. During peak times, such as August or December/January, hours may be higher and during non-peak times hours may be lower. We will work with the intern regarding availability.
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Supervisor: Scott Roelke, Director of Scholarships and Financial Aid  
Dakota County Technical College, scott.roelke@dctc.edu, 651-423-8297

Compensation/remuneration  
Salary: $500 stipend.

Benefits: Free parking on campus, MAFAA membership, professional development support

Application Process  
Materials needed: Please send resume, brief cover letter highlighting interest and qualifications, and contact information for 3 references to scott.roelke@dctc.edu.

Contact Information:  
Name  _Scott Roelke_  
Address  _1300 145th St. East (Co Rd. 42) Rosemount MN 55068_  
Phone _651-423-8297_  
E-mail  _scott.roelke@dctc.edu_  
Fax  _651-423-8779_

<table>
<thead>
<tr>
<th>Opportunity open immediately</th>
<th>□ yes  X no (Summer start is an option)</th>
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<tbody>
<tr>
<td>Participating in the February LSA Visit Day 2015</td>
<td>X yes  □ no</td>
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<tr>
<td>Interviewing later in spring/summer 2015</td>
<td>X yes  □ no (Until position is filled)</td>
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* GA pays a minimum of $10,000 to cover majority of student’s tuition  
* Paid internship provides a stipend from $50 – $9,999  
* Unpaid internship provides a valuable work experience in a student affairs or student services department/office  
* A special project is different in that the time and length of the experience is determined by the needs and completion of the project. Please denote if paid or unpaid experience in compensation section.