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

Institution name and/or logo: Hennepin Technical College

<table>
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<th>Position Title: Nontraditional Student Graduate Assistant</th>
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<tr>
<td>X Graduate Assistant* X Paid Internship* □ Unpaid Internship* □ Special Project*</td>
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Institution Description
Hennepin Technical College (HTC) is a vibrant, energetic two year technical college whose mission is to provide excellence in career and technical education for employment and advancement in an ever-changing global environment. HTC has two campuses, one in Eden Prairie and one in Brooklyn Park. This position also involves collaborating with North Hennepin Community College (NHCC) which is located just three miles east of HTC-Brooklyn Park. NHCC is a similarly diverse two-year college offering both transfer oriented degrees and 2-year career and technical degrees. If you are looking for an opportunity to experience working on multiple dynamic and diverse campuses, this is it!

Department Description
This internship is supported by federal Carl D. Perkins career and technical education grant dollars. Perkins defines nontraditional students as those in programs that are nontraditional for their gender. The intern will work collaboratively to develop nontraditional programming at HTC-Brooklyn Park, HTC-Eden Prairie, and North Hennepin Community College.

Position Description
Job responsibilities:
The Nontraditional Student Graduate Assistant is responsible for developing and implementing programming in support of students who are in career and technical programs that are nontraditional for their gender. Typical examples of this would be females in welding and males in nursing. The intern would work with the colleges’ Perkins Directors to obtain data on nontraditional programs and reach out to students in these programs. Creativity in program development will be encouraged and will likely include focus and support group gatherings.

Qualifications:

- A Bachelor’s degree.
- Enrolled in a graduate program in student affairs, higher education, college counseling, student development, social justice, or related program.
- Interest in gender equity, specifically education and training for students seeking an occupation that is nontraditional for their gender
- Self-starter
- Demonstrated knowledge of skills needed for success in college.
- Background in program planning, implementation and evaluation.
- Ability to work with a diverse student population.
- Strong organization, communication, leadership and diplomacy skills.
- Competence in technology; proficiency in Word, Excel, and PowerPoint.
- Highly motivated, enthusiastic, creative and collaborative.
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Start Date: 
July 1, 2017

Length of Appointment: 
10 month starting July 2017 through May 2018 (half month schedule for Dec and Jan)

Supervisor info: 
Sara Laviolette 
Perkins Director/Disability Services

Compensation/remuneration: 
Salary: 
$10,000 per fiscal year for 20 hours work per week

Benefits: 
Professional development opportunities at workshops and conferences 
Free Parking

Application Process
Materials needed:
Cover letter 
Resume 
Three Professional reference contacts

Contact Information: 
Name __________ Sara Laviolette
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Phone __________ 763 488 2477, 763 488 2605
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Fax __________

Opportunity open immediately □ yes X no
Participating in the February LSA Visit Day 2017 X yes □ no
Interviewing later in spring/summer 2017 □ yes □ no X could be arranged

* Graduate Assistantship refers to the 20 hour/week work experience in a student affairs/services office for which you are paid (with the goal of being financial assistance with tuition expenses).
* 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
* 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.