



UNIVERSITY OF MINNESOTA ROCHESTER

Student Life Graduate Intern: Counseling and Health Resources Assistant

This position is intended as a collaborative role to support multiple departments within the Student Life team as well as an educational and professional opportunity for a graduate student. The graduate student reports directly to the Director of Counseling and Health Resources.

Duties and Responsibilities

Administrative and Educational Support—40%

- Identify and assist the Director of Counseling and Health Resources in implementing ways to connect Counseling, the Disability Resource Center, and the OMC clinic into an holistic student support plan
- Provide administrative support to the Counseling and Health Resources area through scheduling of rooms and meetings
- Advance campus initiatives to implement Counseling Skills into student curriculums and leadership training

Programming and Promotion—30%

- Work with the Director of Counseling and Health Resources, the Access Support Assistant in Disability Resource, and the Director of Student Engagement and Wellbeing in developing and implementing holistic Counseling, health, and Disability Resources promotional materials
- Assist with Counseling and Health Resources event planning, including World Mental Health Day, Sexual Assault Awareness month events, and Make Your Own Test Anxiety Kit

Data Collection and Records Organization—20%

- Work with the Director of Counseling and Health Resources and OMC Skyway Clinic staff with collecting student feedback data
- Build feedback system to gain insight into student experience with Counseling and Disability Resources

Team/Campus Collaboration—10%

- Participate in other committees, projects, and assignments based on interest and educational need.
- Attend regularly scheduled Student Life Meetings as able based on the agreed upon intern schedule

Days and Schedule:

This position is 10 hours per week, but additional hours may be possible based on intern availability and needs of the university. Prior approval from the graduate intern supervisor is necessary prior to working beyond the 10 hours per week. Flexible weekend and evening commitments will be discussed in advance with the graduate intern supervisor.

Qualifications:

Candidates must have the following minimum qualifications:

- Admission to a related graduate program

Successful candidates may also have:

- Experience in Google applications (including Calendar, Documents, Forms, and Sites)
- A demonstrated commitment to diversity, equity, and intercultural competencies.
- Familiarity with equity-minded strategies for supporting the academic success and wellbeing of students
- Demonstrated experience and understanding of working with private student data and confidential information
- Experience tracking and interpreting data relevant to their work and using that information for work and process improvement
- A commitment to knowledge creation and research in higher education

The successful candidate will possess:

- The desire and ability to work in a collaborative, team environment
- An innovative mindset and the ability to operate in a sometimes-ambiguous environment
- The ability to learn and disseminate detailed information using a high level of interpersonal skills
- Demonstration of UMR values: human potential, diversity and inclusivity, community, evidence-based decision making, and respect.
- Excellent oral and written communication skills
- Self-motivation, excellent time management, and organization skills

- Experience utilizing a diverse range of technologies
- Capacity to work occasional evenings and weekends