



UNIVERSITY OF MINNESOTA ROCHESTER

Student Life Graduate Intern: Non-Traditional Student Advocate

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 Student Engagement and Wellbeing.

Duties and Responsibilities

Student Activities and Orientation—45%

- Plan and implement Transfer Student schedule and activities in conjunction with New Student Orientation schedule.
- Assist the Assistant Director of Student Activities with Orientation planning and events.
- Attend and support NRAR events during the summer.
- Plan and implement transfer student specific activities throughout the year, with a particular focus on the first six weeks of the year.
- Track transfer student engagement and support retention efforts of the transfer students.

The Pantry—25%

- Support The Pantry and serve on the food committee
- Co-supervise student workers in the Pantry and provide administrative support for Pantry operations
- Assist the Director of Student Engagement and Wellbeing in planning and implementing food insecurity and reproductive health events on campus, including the Hunger Free Campus grant events and the Reproductive Resources fair.

Support Transfer and Parenting Students, including Resource Groups—20%

- Advise, or co-advise, the Transfer Student and Parenting is Hard Resource groups.
- Work with the Senior Director for Intercultural Initiatives in planning and implementing semesterly programs related to supporting non-traditional students.

- Create a resource pamphlet for student parents on connecting to local and campus resources.

Team/Campus Collaboration—5%

- 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