The UW-La Crosse Student Affairs Administration (SAA) graduate program and the UW-Eau Claire Center Office of Advising and New Student Initiatives and Career Services are collaborating to offer this unique graduate internship opportunity. This graduate student intern will be enrolled in the SAA online graduate program while engaging in the responsibilities described below. Applicants will need to be offered an admission interview for the SAA graduate program in order to interview for this intern position. Please contact Jodie Rindt, Ph.D., SAA Program Director, for more information at jrindt@uwlnx.edu.

**Location:** University of Wisconsin-Eau Claire; Office of Advising and New Student Initiatives and Career Services, Schofield 226 and 230

**Position Summary:**
The graduate intern position will work directly with the Office of Advising and New Student Initiatives to develop and implement initiatives to help first year student transition to life at UWEC. It has a special focus on the creation of several web-based initiatives, as well as program development and coordination. Additionally, this intern provides programming support in UW-Eau Claire’s Career Services office, creating opportunities for students to explore career interests and ideas. Activities include working with students one-on-one and in groups.

The Office of Advising and New Student Initiatives includes the Academic Testing, Advising for Undeclared Students, Orientation and Nontraditional Students Services. This position would report to the Assistant Director for New Student Orientation and Student Transitions but would have exposure (and perhaps related projects) to the other areas within the office as well. The Office of Career Services includes Second Year Experience and the Center for Service-Learning. This position would have the opportunity to work with Career Services staff to provide career planning and job search assistance with students and recent graduates and exposure to other areas in that office.

**Position Responsibilities:**
1.) Create a monthly online newsletter to be distributed to first year students.
2.) Develop a series of D2L (online course management system) tutorials designed to help first year students navigate issues related to college life and transition.
3.) Work with the Assistant Director for New Student Orientation and Student Transitions to design on-campus programming for the Blugold Blueprint that will support FYE and freshman residence hall based courses.
4.) Assist with the creation of assessment tools for the Blugold Blueprint.
5.) Provide outreach to first year students through various social media.
6.) Help train peer mentors working with first year, residence-hall based courses.
7.) Assist with development of the marketing for Blugold Blueprint activities.
8.) Coordinate the Leadership Organizations and Opportunities and Possibilities Fair (LOOP).
9.) Work with our transfer adviser to assist with various aspects of transfer orientation.
10.) Facilitate group advising for undeclared students to address registration process and regulation prior to student meeting with their assigned advisor.
11.) Meet individually with undeclared students to review their degree audit and four year degree plans
12.) Conduct resume and cover letter reviews with undergraduates.
13.) Offer outreach to Housing and Residence Life in regards to career decision-making
14.) Work with Second Year Experience coordinator to plan a Sophomore Retreat
15.) Present in classrooms and workshops to undergraduates and new graduates on the topics of career exploration, internship and job searching.
16.) Work with pre-college camps and programs visiting campus, offering activities related to careers.

Qualifications:
A successful candidate will have a Bachelor’s degree and be fully enrolled on the online SAA Program at UW-La Crosse. A strong interest in first year students and students in transition is required. Experience working with a course management software and/or design background would be a strong asset, but certainly not required. The ideal candidate is available to work for two academic years, including summer. Additionally, strong written and verbal communication skills and attention to detail are other desirable qualities.

Remuneration and Hours:
This is a 9-month position with an average for 28 hours/week. Pay is $14,000.00. There is also the possibility of additional work in August 2015 and 2016.

To apply:
Please email a resume and cover letter to Staci Heidtke, heidtksl@uwec.edu. If you have any additional questions, please contact Staci at (715) 836-5358.