Graduate Intern for Internship Advising
Position #528710 on Handshake
Application are accepted electronically at Handshake or via email – see instructions at bottom of posting.

Graduate Intern for Internship Advising
The Experiential Learning Center

The University of Colorado Denver | Experiential Learning Center seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

WHO WE ARE
Located in the heart of downtown, CU Denver provides a vibrant, urban research university experience, with academic programs ranging from the liberal arts and sciences to global energy management, music industry studies and criminal justice among eight schools and colleges. The classroom extends into the city as students study, network and build careers in the surrounding business district. CU Denver unites quality academics, ambitious research and creative work, civic consciousness and driven students—all in the lively setting of downtown Denver. CU Denver serves a diverse population of students, including 51% first generation students, 44% students of color, an astounding 36% of Pell Grant recipients, and students from over 66 countries. Read CU Denver Quick Facts here.

NATURE OF WORK
The Experiential Learning Center is seeking motivated and creative graduate students to assist in the development and coordination of high quality internship and experiential learning opportunities for students. Primary responsibilities include student counseling/coaching/advising, employer relations, internship development and coordination, faculty relations, presentations, and program development/management.

This is a rigorous learning experience requiring approximately 15-24 hours per week and 2 semesters.

Anticipated start date: April, May, or June 2019; Please indicate in cover letter preferred start date.

PROFESSIONAL FIELD
Higher Education Administration: Student Affairs; Counseling: Student Affairs, School Counseling, Career Development/Career Counseling or related

SUPERVISION RECEIVED
Counseling (LPC, NCC) and Higher Education and Student Affairs (Ph.D.) supervision provided

EXAMPLES OF WORK PERFORMED
Internship Coordination
- Work with ELC advisors and team to:
  - Arrange internships for students that will enhance academic learning.
  - Cultivate relationships with individual faculty and academic advisors to coordinate credit-bearing internships for students.
  - Maintain working knowledge of appropriate, up-to-date internship listings on Handshake.
  - Coordinate evaluation process for employers and students.
  - Develop strategies to increase student participation in the Internship Program
  - Create and provide professional development opportunities for students.

Supervised Advising/Coaching/Career Counseling
- Prepare, counsel, and advise students regarding all phases of internship preparation including assistance with resume/cover letter writing and interview preparation.
- Refer students to appropriate internship experiences and monitor their progress throughout the internship.
- Conduct outreach presentations to classes, student groups, parent orientations etc. to promote Internship Program.
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- Facilitate existing workshops for students, staff, and faculty.
- In addition to facilitating existing workshops, Graduate Interns will play a role in the development of new workshops and webinars with varying topics.

**Supervised Employer Relations**
- Conduct outreach to companies & community organizations to develop new internship/research opportunities.
- Maintain current employer relationships by systematically contacting them to identify current recruitment needs and providing consistent, high quality customer service.
- Assist employers in posting positions on Handshake and accessing appropriate candidate

**KNOWLEDGE, SKILLS, AND ABILITIES**
- Experience with and commitment to working with diverse student population.
- Desire to gain experience working with faculty, students and employers in a university internship program or career center.
- Desire to develop knowledge of advising/coaching/counseling strategies for individual students.
- Proven ability to create and deliver effective and informative presentations.
- High energy, self-starter, service-driven with ability to work independently and as part of a team.
- Excellent organizational skills; ability to handle a great deal of detail and manage multiple tasks.
- Demonstrated ability to exercise independent judgment; identify and resolve problems.
- Desire to develop proficiency with information technology including using recruiting systems, web-based research, etc. Demonstrated proficiency using Microsoft.

**MINIMUM REQUIREMENTS**
- Bachelor’s degree from an accredited college or university
- Must be enrolled in an accredited Masters or Doctoral program in Higher Education Administration: Student Affairs; Counseling: Student Affairs, School Counseling, Career Development/Career Counseling or related; or HR and/or Management (Coaching)
- Ability to directly apply experience to current educational program and develop corresponding learning objectives
- Candidates who have demonstrated a commitment to working with diverse students through academics and/or work experience are especially encouraged to apply

**SALARY**
- Paid

**HOW TO APPLY:**
- If your university is on the Handshake platform (e.g. CU Denver, CSU, UNC) login to [https://joinhandshake.com/students/](https://joinhandshake.com/students/) and apply following the instructions listed on/via the Handshake posting.
- Not on the Handshake platform? Send resume, cover letter, and list of references to Madison Kelleher, Madison.Kelleher@ucdenver.edu; Subject: Graduate Internship Application
- Cover letter should include:
  - Preferred start date or month (April, May, June 2019)
  - Your experience working with underrepresented student populations including individuals from lower socio-economic backgrounds and/or racially/ethnically diverse backgrounds and/or individuals with disabilities

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*Posted on 3/1/2019. Applications reviewed on a rolling basis*