

**Los Medanos College
Graduate Student Internship
Transfer Programs & Services
2015-2015**

The Graduate Student Internship prepares students for career opportunities in student services at the postsecondary level. This program provides students with an opportunity to develop first-hand knowledge of the student affairs profession and gain hands-on experience working in a community college environment.

Transfer Programs & Services Internship Overview:

Transfer Programs & Services operates under the Division of Student Services at Los Medanos College. The office supports LMC transfer students by providing services, programs, and activities that foster the successful and expeditious transfer of students into 4-year (baccalaureate degree granting) institutions. To achieve this effort, the center annually provides programs and services such as the LMC Transfer Academy, Transfer Day/College Night, Transfer Achievement Ceremony, university representative presentations and one-on-one advising sessions, tours of regional universities, and a full-service computer lab and library of transfer materials.

Roles and Responsibilities:

Working with experienced student affairs administrators on the Transfer Programs & Services team, the Graduate Internship will afford students the opportunity to analyze the functions of Transfer Services, to examine its relation to other departments and to the institution, and to participate in the creation and implementation of transfer programs and activities. Specific duties may include assisting with planning and implementation of transfer-related campus programs; leading transfer workshops and other programs; serving as mentors in the Transfer Academy and with Transfer Student Ambassadors; research related to transfer trends and practices; and other projects as assigned.

Minimum Qualifications:

- Candidates must be currently enrolled in a masters or doctoral program at an accredited institution of higher education in the field of education, student affairs, psychology, and/or counseling
- Candidates must have completed one-half of the course work (or equivalent) in the graduate program, and be currently enrolled in class during the period of employment

Desirable Qualifications:

- Experience organizing events such as student activities, workshops, and student trips
- Knowledge of transfer student needs and concerns
- Knowledge of the differences between UC, CSU, and private university application processes
- Proficiency using Word, Excel, and graphic design software
- Excellent listening and problem solving skills

Compensation:

Graduate Interns are hired as part-time faculty employees of Los Medanos College and the Contra Costa Community College District. Interns are assigned project based work that requires approximately 15 hours per week for which they receive a stipend of \$2,500 per semester (\$500 per month), for each semester in which they are employed.

To Apply:

Persons interested should submit a resume and letter of interest summarizing qualifications and relevant experience to Dave Belman at dbelman@losmedanos.edu. Applications submitted by March 15, 2015 will be given priority consideration for the 2015-2016 academic year.

For questions specifically related to this position, contact Dave Belman at dbelman@losmedanos.edu or (925) 473-7423.