Southern Connecticut State University
University Access Programs (UAP)
Graduate Intern Job Description

Under the supervision of the Director and Associate Director of University Access programs, the Graduate Intern will manage a caseload of students. The Graduate Intern will support the retention and graduation of students served by UAP (first-generation, low-income, and other underrepresented groups) through individualized academic and personal advisement and act as a conduit connecting students to university resources.

Primary Responsibilities:

The following is a general description and is not all-inclusive.

- Provide academic and social-emotional advisement and assist students with developing and executing educational plans
- Monitor the academic progress of the assigned caseload
- Identify internal and external campus resources needed for academic progress
- Advocate on behalf of students when warranted
- Participate in program activities and initiatives aimed at retention and development
- Contribute to the design of retention and student development activities and initiatives
- Assist with the recruitment of prospective program students and support the strategic goals of the UAP director

Requirements:

- Completion of a Bachelor's degree by May 2022
- Acceptance as a matriculated student into a graduate program at Southern Connecticut State University or the Central Connecticut State University Counselor Education with a Specialization in Student Development in Higher Education program
- Must work collaboratively with in-office and campus-wide colleagues and work with a high-need student population in a fast-paced environment
- Must be a self-starter and comfortable with outreach
- Must be able to live on campus during July and the first week of August to provide residence hall coverage and supervision to SEOP Summer Academy.
- Required to maintain student caseload and appropriate files and have the ability to assess student needs
- Must possess strong interpersonal, writing, and advocacy skills and strong proficiency in social media
- Must have basic knowledge of computers and use technology as needed