



Academic Advising Center

Graduate Internship/Practicum Positions 2008 - 2009

About Lasell College: An innovator in education for over 150 years, Lasell College today is a comprehensive coeducational college offering baccalaureate and graduate degree programs. Our 50-acre campus is located in suburban Newton, Massachusetts—within eight miles of downtown Boston at the heart of the Route 128 high-tech corridor. Several public transportation options are just a short walk from campus.

Lasell offers more than 30 academic majors. Students in all majors benefit from our Connected Learning philosophy that integrates professional courses with meaningful experiences and liberal arts studies.

Of the more than 1200 full-time undergraduate students, eighty percent live on campus in more than 15 residence halls that range from traditional to suite-style to Victorian homes. Our students represent 20 states and 17 foreign countries.

Intern Responsibilities: To Assist the Dean of Advising and First Year Programs in developing, implementing and assessing advising and first year programs that assist students in achieving a smooth transition to college and enhancing their academic success. Interns will assume responsibilities and engage in the duties of a professional academic advisor in higher education including, but not limited to the duties below.

Duties:

- Assist the Dean in researching, developing and implementing new programs related to new student orientation, First Year Seminar and/or advising special populations such as students on academic probation, Honors students, transfer students, students with disabilities, and students with undeclared majors.
- Serve as academic advisor to a small case load of first year students. This includes understanding and decision-making related to students' assessment,

consultation, prevention, academic and career counseling and the referral-making process.

- Facilitate small, group advising sessions.
- Collaborate with departments such as Career Services, Registrar's Office, Counseling Center, Residence Life, Study Abroad, academic departments and others.
- Co-facilitate a First Year seminar.
- Assist the Dean in selecting and training undergraduate peer mentors responsible for co-facilitating the First Year Seminar.
- Assist the Dean in coordinating academic components of the new student Orientation program.
- Attend relevant faculty and staff meetings.

Qualifications: The position requires 10-15 hours per week during the academic semester(s). Concurrent enrollment in a practicum course or independent study for which the intern will receive academic credit is required. Preferred candidates are seeking a two semester practicum September through May. The applicant must be a graduate student in a Higher Education, Counseling or Student Personnel Program. The applicant must be familiar with student development theories and have an interest in pursuing a career in higher education, preferably academic advising. Initiative and attention to detail are highly valued.

Learning Objectives:

- To assist graduate interns in further developing their understanding and philosophical approach to higher education administration and/or counseling in an academic setting.
- To assist graduate interns in further developing professional skills such as interpersonal communication, organization, leadership, conflict resolution, program planning and counseling.
- To provide an opportunity to apply classroom experience and student development and organizational culture theories to actual student, professional and departmental relationships in the field of higher education.
- To gain hands-on experience working with students, faculty and professional colleagues in a small, engaging student-centered environment.
- To introduce graduate interns to the use of valuable resources provided by local and national professional organizations in advising and higher education.

Professional Development and Supervision: The intern will receive academic course credits from the designated institution in which he/she is enrolled. The intern will gain practical experience in the areas of academic advising, first year programs including Orientation and first year seminar.

Interns are required to meet one hour weekly with the dean to discuss and evaluate advising cases and various responsibilities of the position and department functions.

The intern will be observed and engage in conferences that are reflective and proved opportunities for personal and professional growth.

Application:

Letter of application, resume and college transcripts are due by June 15, 2007.
Students awarded internships will be notified by June 30, 2007.

Contact: Helena L. Santos, Ed.D.
Dean of Advising and First Year Programs
Lasell College
Academic Advising Center
205 Wolfe Building
1844 Commonwealth Ave.
Newton, MA 02466
www.lasell.edu

Send mail to the above address or to:
E-mail: hsantos@lasell.edu
Fax: (617) 243-2309

Or call:
Katie Ryan
(617) 243-2149