Office of the Dean of Students

Experiences Enhancing Your Education:
Internships and Graduate Assistantships in the Division of Student Affairs
Welcome from the Dean of Students

Dear student,

Thank you for your interest in an internship or graduate assistantship (GA) in the Division of Student Affairs. The overall mission of the Division of Student Affairs is to support the success of UB students in their pursuit of knowledge and learning and to educate and support the whole student. An internship or GA position provides students with unique opportunities to gain professional experience, network, and enhance their knowledge of student affairs while complementing the learning they are doing in one of our graduate programs. Interns and GA’s in one of our seven offices have opportunities to do research, provide direct service to students, facilitate small and large-scale campus life programming, assist with training initiatives and supervise undergraduate students. The hands-on learning that these leadership positions provide students is crucial in fine-tuning interests and preparing for a professional life post-graduation. I myself know the value of a UB internship as I served as an intern in ’05-’06 in the Counseling Services office while completing my Masters in Community Counseling. From counseling students to providing outreach to the community, the experience was invaluable and affirmed that I was making the right choice in pursuing a career in student affairs.

We appreciate your interest in complementing your UB graduate education by considering an internship or GA in the Division of Student Affairs. More information about the many specific opportunities is available on the following pages. Please feel free to contact me at 203-576-4392, email deanofstudents@bridgeport.edu or stop by room 116 of the John J. Cox Student Center if you have any questions. We look forward to working with you!

Edina Oestreicher
Edna Oestreicher
Dean of Students
About the Division of Student Affairs

The overall mission of the Division of Student Affairs is to support the success of UB students in their pursuit of knowledge and learning and to educate and support the whole student. Therefore, we are committed to creating a purposeful learning environment that integrates curricular and co-curricular experiences.

The Division of Student Affairs is comprised of seven (7) offices -
- Campus Activities and Civic Engagement
- Center for Career Development
- Counseling Services
- Health Services
- International Student Services
- Office of the Dean of Students
- Residential Life and Student Conduct

The campus community at the University of Bridgeport embraces and celebrates the uniqueness of our student body. At our international, diverse campus, students are prepared to become engaged and responsible leaders, ready for the new global world we live in.

Their development is encouraged by caring staff and faculty who will guide them through their journey. Here, learning takes place in and out of the classroom. Students are encouraged to acquire new information and skills, form new attitudes, insights, and understanding of themselves and the greater world-at-large.

Working in Student Affairs is a calling—one that drives professionals to join the field from a variety of educational and professional backgrounds. Through Internships and Graduate Assistant positions within the offices of the Division of Student Affairs, we work to provide practical experiences to complement the educational program while helping prepare the next generation of Student Affairs professionals at the University of Bridgeport and beyond!

All positions in this booklet are contingent on the annual funding of each respective department within the Division of Student Affairs. Positions are reviewed each semester and, based on staff performance and funding, positions may be offered for the subsequent semester.
About Our Offices

CAMPUS ACTIVITIES AND CIVIC ENGAGEMENT
At the University of Bridgeport, student involvement and leadership in extracurricular activities is encouraged and celebrated. The Office for Campus Activities and Civic Engagement serves to advise and assist students with their programming efforts, provides new student orientation programming and coordinates local volunteer and community service opportunities for students. Over 50 registered clubs and organizations provide students with numerous opportunities to participate in social, educational and cultural activities. The Office also publishes weekly and monthly activity calendars to keep the campus community updated on student events.

CENTER FOR CAREER DEVELOPMENT
The Center for Career Development is a comprehensive career counseling and resource center dedicated to empowering students as active participants in their own career development. Through career exploration and experiential opportunities, students are motivated to expand their knowledge of themselves and the world of work in a dynamic global community.

COUNSELING SERVICES
Counseling Services offers a private and confidential atmosphere for students to sort out their personal worries and concerns about college life or life in general. The Counseling Services staff is committed to being responsive and sensitive to the needs of a highly diverse student population coming from many different backgrounds around the world. We are particularly aware of the cultural issues facing international students and offer supportive counseling to address their needs. All services are designed to promote personal growth and emotional well being, while enhancing students’ ability to benefit from the University environment and academic experience.

For more information about the Division of Student Affairs visit us online at www.bridgeport.edu/life
About Our Offices

HEALTH SERVICES
Student Health Services provides urgent health care to students as well as coordinates health education opportunities for students. Student Health Services serves the entire university community. A graduate assistantship provides the opportunity for students to gain experience working with various departments within the university as well as link with outside community based organizations.

INTERNATIONAL STUDENT SERVICES
The International Student Services is part of the Division of Student Affairs. Our goal is to ensure institutional compliance with federal regulations and to assist international students and scholars, their dependents and prospective students with immigration matters and adjustment to life in the United States. We strive to facilitate an environment where students can develop a clear understanding of their immigration status requirements that will support the pursuance of their degree programs.

OFFICE OF THE DEAN OF STUDENTS
Student Affairs serves as a resource network for faculty, students, and parents in times of need. Life doesn't always go as planned, and Student Affairs can help provide guidance and advice to parents and students experiencing challenges in their lives. These issues can range from roommate conflicts and stress, to mental illness and University policy violations. Whatever the issue, Student Affairs is a good place to begin in seeking out advice, information or services.

RESIDENTIAL LIFE AND STUDENT CONDUCT
Living on campus is an important part of the overall experience and development of students at the university. Our residence halls are not just places for students to sleep, but are vibrant communities where students are ENGAGED as active members of the campus, EDUCATED on topics directly related to their success and EMPOWERED with the critical thinking skills that will help in their transformation into a responsible and active member of a global community. Our staff provides a comprehensive on-campus housing program to more than 1,200 students at the university.
Opportunities—
Campus Activities and Civic Engagement

Graduate Assistant—9 Credits

Duties/Responsibilities –

☐ Provide approximately **6-20** hours of service per week. Responsibilities vary but include up to two main focus areas:

☐ **Event Planning/Advising:** Co-advice Student Programming Board (SPB) including attending meetings/events, assist with planning and execution of events, planning leadership development and learning opportunities for student leaders, and advocate on their behalf.

☐ **Leadership:** Coordinate planning and execution of annual leadership banquet and awards including event registration, marketing and leadership award nomination and selection. Identify leadership needs for students and design curriculum for leadership development.

☐ **Greek Life:** Assist with advising Greek Letter Organizations including attending meetings and events, planning leadership development and learning opportunities, advocate on their behalf, assist in development of procedures, standards and protocols for operation of Greek organizations and Greek Council,

☐ **Student Center Management:** Assist with management responsibilities including working with and developing managers, co-supervision of staff, addressing issues in building, tracking of all timesheets, hours and budget, planning staff development activities and events as needed.

Qualifications—

☐ Advanced oral and written communication skills.

☐ Ability to prioritize and arrange job assignments.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “9 Credit GA—Campus Activities” in your subject line.

For More Information—
Contact Number: 203-576-4487
Contact Email: campusactivities@bridgeport.edu
Opportunities—
Campus Activities and Civic Engagement

Intern Position—Campus Activities/Civic Engagement

Duties/Responsibilities –

- Provide approximately **10-20** hours of service per week. Responsibilities vary but include up to two main focus areas:
  - **Event Planning/Advising:** Co-advising the Student Programming Board (SPB) including attending meetings/events, assist with planning and execution of events, planning leadership development and learning opportunities for student leaders, and advocate on their behalf.
  - **Leadership:** Coordinate planning and execution of annual leadership banquet and awards including event registration, marketing and leadership award nomination and selection. Identify leadership needs for students and design curriculum for leadership development.
  - **Greek Life:** Assist with advising Greek Letter Organizations including attending meetings and events, planning leadership development and learning opportunities, advocate on their behalf, assist in development of procedures, standards and protocols for operation of Greek organizations and Greek Council.
  - **Student Center Management:** Assist with management responsibilities including working with and developing managers, co-supervision of staff, addressing issues in building, tracking of all timesheets, hours and budget, planning staff development activities and events as needed.

Qualifications—

- Advanced oral and written communication skills.
- Ability to prioritize and arrange job assignments.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern—Campus Activities” in your subject line.

For More Information—
Contact Number: 203-576-4487
Opportunities—
Center for Career Development

Graduate Assistant—9 Credits
- Two (2) positions—School of Counseling students
- One (1) position—MBA student

Duties/Responsibilities —
- **Graduate Assistants from the School of Counseling:** Duties include supporting and assisting the administrative needs of the Director of Career Development and professional staff; assisting students with job search strategies, resume creation, cover letter assistance, career development programming; supporting students, faculty and staff as needed for the CPT/Internship process, as well as covering the office for walk in hours and conducting presentations on various career related topics for students.
- **Graduate Assistant from the MBA Program:** Duties include supporting and assisting the administrative needs of the Director of Career Development and professional staff; as well as assisting students, faculty and staff as needed for the CPT/Internship process, supporting the programming/outreach efforts between employers and Career Center, as well as covering the office for walk in hours and assisting as needed with conducting presentations/events on various career related topics for students.

Qualifications—
- Currently enrolled in the M.S. Counseling (CSP) program or MBA program.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “9 Credit GA—Career Development” in your subject line and include if you are in the Counseling or Business program.

For More Information—
Contact Number: 203-576-4466
Contact Email: careercenter@bridgeport.edu
Intern Position—Intern for Career Development

Duties/Responsibilities –

- Supporting and assisting the administrative needs of the Director of Career Development and the professional staff;
- Assisting students with job search strategies,
- Resume creation, cover letter assistance, career development programming;
- Supporting students, faculty and staff as needed for the CPT/Internship process;
- Covering the office for walk in hours and conducting presentations on various career related topics for students.

Qualifications—

- Currently enrolled in the M.S. Counseling (CSP) program

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Career Development” in your subject line.

For More Information—
Contact Number: 203-576-4466
Contact Email: careercenter@bridgeport.edu

Center for Career Development

Providing students with a wide range of opportunities to become better prepared for success within the global employment market.
Opportunities—
Counseling and Disability Services

Graduate Assistant—9 credits

Position Summary: The Graduate Assistant for Counseling and Disability Services provides assistance to the Director of Counseling and Disability Services with proctoring of exams, organization of files, campus outreach and educational programming, office duties and special projects.

Essential Responsibilities:
Assist the Director of Counseling and Disability Services and staff in areas such as:
- Planning and coordinating passive programming activities (resident bulletin boards and table events).
- Gather, collect and organize passive programming data for reporting purposes.
- Assist with planning and organizing campus outreach programming.
- Manage mental health resource library.
- Assist with organizing, scheduling and monitoring administration of exams; Promote the availability of academic support services; Monitor administration of exams for students with disabilities; Maintain case files for students with disabilities.

Education/Experience:
Bachelor’s degree required. It is possible to be working on a completion of a graduate degree in any field; preference for someone in the counseling field if possible. Preferred skills include organization, ability to manage multiple projects, written/verbal communication, interpersonal skills in working with students, faculty, staff and the community.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Counseling Services” in your subject line.

For More Information—
Contact Number: 203-576-4454
Contact Email: jemills@bridgeport.edu
Opportunities—
Counseling and Disability Services

Intern Position—Intern for Counseling Services

Duties/Responsibilities –
☐ Provide short term, solution focused counseling
☐ Complete intakes, assessments and required paperwork.
☐ Co-facilitate groups on anxiety, depression, time management, etc.
☐ Develop educational outreach programs for students on mental health awareness
☐ Assist with mental health screenings such as depression, eating disorder, alcohol, etc.
☐ Collaborate with Residential Life, Health Services and other departments on program development and delivery.
☐ Create and disperse publications promoting community health and well-being.
☐ Other responsibilities are assigned as needed

Qualifications—
☐ Student must be working to obtain Graduate Degree in Community Mental Health, Human Services or related field.
☐ Demonstrate understanding of Brief Therapy Theoretic Models, CBT, etc.,
☐ Demonstrate abilities in interviewing and documentation.
☐ Demonstrate understanding of ACA Ethical Codes.
☐ Excellent verbal and written communication skills.
☐ Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Counseling Services” in your subject line.

For More Information—
Contact Number: 203-576-4454
Contact Email: jemills@bridgeport.edu
Opportunities—
Health Services

Graduate Assistant Position—6 Credits

Duties/Responsibilities —
- Coordinating health related education events and screenings.
- Assisting with university Health Fair.
- Collecting statistics and evaluation of programs. Assisting with needs assessment.

Qualifications—
Bachelor’s degree. Experience working with events. Availability during evening hours. Excellent communication skills.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “6 Credit GA—Health Services” in your subject line.

For More Information—
Contact Number: 203-576-4712
Contact Email: melissal@bridgeport.edu

Student Health Services will consider internship positions for students with a special interest in College Health Education and Health Promotion. A special focus would be on community wellness and hot health topics in college health.
Opportunities—
International Student Services

Graduate Assistant Position—6 Credits

Duties/Responsibilities —
- Organize International Coffee Hour
- Create the bimonthly newsletter Diversity Crossroads
- Coordinate Mandatory Personal Safety/Immigration Mtg.
- Organize immigration workshops with guest attorneys
- Assist with the annual International Festival
- Participating in the VITA program
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Good computer skills. 3.5 GPA or better. A minimum 1.5 years of studies remaining. Counseling/HR major preferred

Skills to be Developed—
Learning how to effectively interact with other people, especially with those coming from all over the world. Experience working with non-native English speakers. Immigration related skills to facilitate the hiring of, and working with, non-resident aliens.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “6 Credit GA—International Student Services” in your subject line.

For More Information—
Contact Number: 203-576-4395
Contact Email: internationaloffice@bridgeport.edu

International Student Services
Bringing together students from throughout the world to share in their cultures.
Opportunities—
International Student Services

Graduate Assistant Position—6 Credits

Duties/Responsibilities –
- Gather and maintain statistics on students who transfer out for retention purpose
- Conduct Mandatory Personal Safety & Immigration Mtg.
- Participate in the VITA program
- Understand the function of USCIS forms I-20, I-765 and I-94 to be able to point students to the right direction when questions are asked
- Understand student eligibility and application procedures for off-campus employment under the Curricular Practical Training (CPT) and Optional Practical Training (OPT) categories to complete preliminary checking of CPT and OPT applications before they are submitted to the DSO
- Organize CPT and OPT workshops
- Other duties as assigned

Qualifications—
Excellent verbal and written communication skills. Good computer skills. 3.5 GPA or better. A minimum 1.5 years of studies remaining. Counseling/HR major preferred.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “6 Credit GA—International Student Services” in your subject line.

For More Information—
Contact Number: 203-576-4395
Contact Email: internationaloffice@bridgeport.edu
Opportunities—
Office of the Dean of Students

Graduate Assistant Position—6 Credits

Duties/Responsibilities –
Includes but not limited to:
□ Assisting with the completion of student exit interviews.
□ Creating and maintaining an Excel Spreadsheet of student withdrawal information.
□ Creating charts from the information gathered in preparation for presentation and review.
□ Other duties as assigned by the Dean of Students or his/her designee.

Qualifications—
Bachelor’s degree. Strong customer service skills. Ability to work with a diverse range of individuals.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “6 Credit GA—Office of the Dean of Students” in your subject line.

For More Information—
Contact Number: 203-576-4392
Contact Email: deanofstudents@bridgeport.edu
Opportunities—
Residential Life and Student Conduct

Intern Position—Intern for Community Life

Duties/Responsibilities —

- Assist in main functions of the Office of Residential Life and Student Conduct
- Assist in coordination of Hall Council events in the residence halls to promote student engagement and community spirit
- Coordinate the Knight Life, later night programs, with the Office of Campus Activities and Civic Engagement
- Coordinate, with the Office of International Student Services, events promoting cultural awareness within the residence halls
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Community Life—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu

Residential Life and Student Conduct
Providing educational and social events to bring students representing the global community together.
Opportunities—
Residential Life and Student Conduct

Intern Position—Intern for Leadership Development

Duties/Responsibilities —
- Assist in main functions of the Office of Residential Life and Student Conduct
- Coordinate with the Office of Campus Activities and Civic Engagement programs within the residence halls promoting leadership development among students
- Coordinate monthly In-Service trainings for the Residential Life student staff
- Assist in designing staff training programs at the start of each academic semester for Residential Life student staff
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Leadership Development—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu
Opportunities—
Residential Life and Student Conduct

Intern Position—Intern for Community Standards

Duties/Responsibilities —
- Assist in main functions of the Office of Residential Life and Student Conduct
- Develop educational outreach programs in the residence halls promoting community standards and an understanding of the Student Code of Conduct
- Develop educational outreach programs for Faculty/Staff promoting community standards and an understanding of the Student Code of Conduct
- Maintain student conduct files regarding completed sanctions and track progress among students
- Create publications promoting community standards and an understanding of the Student Code of Conduct
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Community Standards—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu
Opportunities—
Residential Life and Student Conduct

Intern Position—Intern for Housing Operations

Duties/Responsibilities –
- Assist in main functions of the Office of Residential Life and Student Conduct
- Assist with the coordination of facilities related projects in the residence halls
- Assist with the coordination of GRA training, scheduling and payroll processes.
- Coordinate the digital signage system throughout the residence halls.
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Intern for Housing Operations—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu
Opportunities—
Residential Life and Student Conduct

Graduate Assistant Position—9 credits

Duties/Responsibilities—

- Assist in main functions of the Office of Residential Life and Student Conduct
- Assist students/parents with concerns/issues
- Maintain student conduct files regarding completed sanctions and track progress among students
- Create publications promoting community standards and an understanding of the Student Code of Conduct
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “9 Credit GA—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu

Marina Dining Hall
Providing a comfortable environment for students to meet, relax and grab a bite to eat
Opportunities—
Residential Life and Student Conduct

Graduate Hall Director Position—10 Month Position

Duties/Responsibilities –
- Manage the daily operations of a 100-250 student residence hall including staff supervision, facilities management, placements and the resolution of student concerns.
- Participate in Pro-Staff On Call Duty rotation
- Serve as liaison to other university offices on behalf of students in need
- Other responsibilities are assigned as needed

Qualifications—
Excellent verbal and written communication skills. Proficiency in Microsoft Office Suite.

Compensation -
- Tuition Coverage—18 credits per year
- Stipend—$2,700 per semester
- Furnished apartment with cable/internet
- University Cell phone
- $1,000 in dining dollars per academic semester

To Apply—
Submit a Letter of Interest and Resume, via email to deanofstudents@bridgeport.edu. Please reference “Graduate Hall Director Position—Residential Life” in your subject line.

For More Information—
Contact Number: 203-576-4228
Contact Email: reslife@bridgeport.edu
More about Life in Student Affairs—
Resources/Professional Organizations

ACCA
American College Counseling Association
www.collegecounseling.org

ACHA
American College Health Association
www.acha.org

ACPA
American College Personnel Association
www.myacpa.org

ASCA
Association of Student Conduct Administrators
www.theasca.org

ACUHO-I
Association of College and University Housing Officers
www.acuho-i.org

Chronicle
of Higher Education
www.chronicle.com

Highedjobs.com
Job Search and Preparations
www.higheredjobs.com
More about Life in Student Affairs—
Resources/Professional Organizations

NACA
National Association of Campus Activities
www.naca.org

NACE
National Association of Colleges and Employers
www.nacaweb.org

NAFSA
Association of International Educators
www.nafsa.org

NASPA
Student Affairs Administrations in Higher Education
www.naspa.org

NCDA
National Career Development Association
www.ncda.org

NEACUHO
Northeast Association of College/University Housing Officers
www.neacuho.org

NODA
National Orientation Directors Association
www.nodaweb.org
Office of the Dean of Students

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