**Planning an internship for this coming semester?**
The College of Liberal Arts is offering $1200 grants to CLA undergraduate students participating in an unpaid internship off campus during spring semester. The purpose of the grant is to help offset some of the costs of living in order to help you to get the most possible out of your internship experience. On average, approximately four general CLA Internship Grants are awarded, in addition to some special awards with more specific eligibility requirements. All applicants of the grant will automatically be considered for all awards for which they are eligible.

To be eligible to apply for the Grant Program, you must be a degree-seeking student and be of at least a sophomore standing and engaged in an unpaid internship. The deadline for the Grant Program is Wednesday, February 12, 2003. The application, along with more information regarding the grant can be found at [www.cclc.umn.edu/students/undergradinterngrant.html](http://www.cclc.umn.edu/students/undergradinterngrant.html).

For more information, call 612-624-7577 or stop by the Career & Community Learning Center at 135 Johnston Hall!

**National Student Exchange**
It’s not too late! You can still apply to for National Student Exchange and spend next year studying and exploring at any number of schools from New York to California. Earn credits that apply toward graduation requirements while you pay instate tuition! Apply by February 20 for the best selection. To contact an NSE advisor for more details, come to 345 Fraser Hall or call 612-626-2044.

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**workshops**

**What Can I Do With a Women’s Studies Major?**
Wednesday, February 12
12:301:30 pm in room 440 Ford Hall
This program will include information about possible career paths for Women’s Studies students, alternatives to typical fulltime work such as AmeriCorps and Peace Corps, a review of graduate options, and will give tips for finding careers in government and nonprofit organizations.

**Careers in Law Workshop**
Sponsored by Career and Community Learning Center
Tuesday February 25, noon1:30 pm, 345 Fraser
Guest Speaker, Amy Klugherz, Director of Career Services, University of St. Thomas, will discuss topics surrounding careers in law.
### Current Positions

**Office Administrator/Clerical Scheduler**

Join Nielsen Media Research—the leader in the TV Ratings! Nielsen Media is the leader in the television ratings industry. They are seeking an office administrator with customer service experience, MS Word PC proficiency and excellent communication skills. The scheduler will manage detail-tracking and recording. Part-time Monday through Thursday 2:30 to 9:30 pm, some Saturdays. Apply online at: www.nielsenmedia.com #20020171 or submit your resume to: Donna.Brunnemer@NielsenMedia.com

**Promotions Intern**

K102 is currently hiring non-paid promotion interns for this summer. These positions are ideal for students with an interest in promotions, public relations, special events, etc. Candidates will gain experiences while working in a fun environment. Must be outgoing, a self-starter, willing to work hard and available 8–10 hours per week, including evenings and weekends. Must have a valid driver’s license. Email resume and cover letter to David Sheets, davidsheets@clearchannel.com.

**Social Services**

Be a part of a nationally-acclaimed program, part of St. Paul Youth Services, Inc., that is making a difference with very high-risk juvenile offenders identified prior to age 10. The Ramsey County ACE program is a community-based collaboration that uses an asset-based approach to helping very high-risk youth develop patterns of success, while avoiding further legal entanglement. The caseload is small, but our clients’ needs are extensive. Successful candidates will be team players, organized, responsive, creative, extremely energetic and tenaciously optimistic. Finding creative ways to help clients succeed in the face of sometimes overwhelming obstacles is critical. Cultural competence working with families from diverse and urban environments is essential. Competitive salary and benefits include graduate school reimbursement coupled with an opportunity to be a part of a great team. See more at www.spys.org. To apply, send resume to Director of Services, St Paul Youth Services, 1167 Arcade St., St Paul, MN 55106.

**Congressional Internships**

Our Congressional Internship Program offers full-time, paid internships with Senator Norm Coleman (Rep.), Congressman Jim Ramstad (Rep.) and Congressman Martin Sabo (Dem.). These internship positions are available during fall semester 2003 and spring semester 2004. Undergraduates in any major or any college are eligible and encouraged to apply. Students must register for academic credit through our department while participating in this internship program. Credit is earned by completing the internship and the corresponding academic readings and writing assignments. There are 16 internship positions available (8 are in Washington, D.C. and 8 are in Minneapolis).

There will be an information session on the Congressional Internship Program on Wednesday, February 19 at 2:30 p.m. in 105 Blegen Hall. Former student interns and Dr. Paul Soper, Internship Director for the Department of Political Science, will talk about the program and answer students’ questions about interns’ job responsibilities, finding housing in Washington, D.C., earning academic credit and the benefits of internships. The application deadline is Thursday, March 20. For more information, contact Rose Miskowiec in the Department of Political Science at 612-624-8517.
We Can Ride Inc. is a volunteer-based nonprofit organization. The accredited program uses horseback riding and cart driving as a method of therapy and education for people with physical, cognitive and emotional disabilities. Horse experience and/or working with the disabled community is not required to become a horse leader or sidewalker. We Can Ride is seeking interns and volunteers to work in the program. Intern/Volunteer trainings will be held March 13, 18 and 24. Please call to reserve one evening. There are three 8-week sessions from March-October 2003. Session I begins March 31, 2003. For more information, call 952-934-0057.

AmeriCorps, the domestic Peace Corps, is an awesome adventure, a way to put your idealism into action. If you have what it takes to live up to your dreams, to make a community safer, to help kids get a real education, to help protect the environment, AmeriCorps is for you. This is one year to make a difference, one chance to make your mark, one experience that will change your life. To find out more about AmeriCorps programs like VISTA and NCCC, come to our information session at the University of Minnesota’s Career and Community Learning Center. For more information, call 612-626-2044 or email kdawson@class.cla.umn.edu.

The Minneapolis Park and Recreation Board Planning Dept. seeks students for a summer internship position May 24 through September 1. The position requires 24–30 hours per week; pay is $10 an hour. Assignments include 25–30% data collection for Met Council; 70–75% design your own internship. Planning staff seek proposals from interested students describing a task or project related to Park Planning to be pursued during balance of time. Every year the Metropolitan Council orchestrates a count of regional park users. (In contrast to a community or neighborhood park, a regional park draws significant numbers of visitors from beyond the city’s limits and as such is eligible for funding from state and regional sources. Minnehaha Park and the Chain of Lakes are examples of regional parks.) The Council prepares a detailed schedule with designated times and places for counts to be taken. The information about park usage gathered from these counts guides the Council as it sets funding priorities.

Individual agencies are responsible for providing the counts, and the Minneapolis Park and Recreation Board seeks three students to collect the needed data as part of an internship in its Planning Division. The time required for counting will vary from 8 to 16 hours per week and will include one or both weekend days along with all three summer holidays: Memorial Day, 4th of July and Labor Day. For more information and an application contact Abby Schrader at 612-661-4882 or email aschrader@minneapolisparks.org.

Are you looking for an opportunity to gain valuable work experience, learn something new and challenge yourself? A summer internship with ECMC Group may be the next step in your educational journey.

This year, ECMC Group will be welcoming 15 college students into our company as summer interns. We offer intern positions in areas such as customer service, finance, human resources, information technology, and marketing/communications. Summer interns are paid $14.00 per hour and have the opportunity to be mentored by members of our upper management team. For more information, please contact Angela Howard at 651-221-0566 x5552 or email aschrader@ecmc.org.
Wondering what you can do with your major or what to major in at all?
Interested in learning how to find and apply for jobs more effectively?
Unsure of how diversity impacts your experience as a job/internship seeker?
Want to make a difference in your community?
Interested in enriching your education with off-campus experiences?

The Career and Community Learning Center can help with these questions and more! We have staff available in both 135 Johnston and 345 Fraser to address your individual questions. We can help keep you current and aware of the great opportunities and resources available to you for the following programs: career and internship resources and opportunities for CLA students, and community involvement, service learning, and offcampus study opportunities for all U of M students.