



Title: Academic Advising and Transfer Center Intern  
Hours: Part time, flexible hours. Some work may be done remotely with supervisor approval.  
Salary: \$3000 stipend/ Free on campus parking  
Reports to: Department Head of Academic Advising and Transfer Center or designated  
Available: May 2026 – August 2026

### **Summary**

The Academic Advising and Transfer Center (AATC) is one of four advising centers at GRCC. AATC is the largest center which supports students navigating both career-focused programs, and transfer-focused programs. This opportunity would work with academic advisors to help in a project building capacity for the AATC.

AATC is seeking a Graduate Student Intern to assist in leading the formation and foundational launch of our new Peer Mentoring program. This experience will allow for practical experience in program development, mentoring design, and/or recruitment planning.

Some projects could include: digital intake, recruitment planning, training and student development, and data tracking. We understand that this is a learning opportunity for graduate students and invite a conversation to see where we can align AATC's needs to what outcomes are desired by the person in this position.

### **Essential Job Functions**

- Develop and/or facilitate advising-specific recruitment plans, training and/or on boarding materials
- Partner with cross functional teams that students use to support peer mentoring referrals
- Collaborate with GRCC administration and academic faculty to develop accurate, relevant, and student-centered content
- Review consultation executive summaries and apply recommendations to program
- Other responsibilities as assigned

### **Qualifications**

- Currently enrolled in a Student Affairs/Higher Education Administration graduate program, or relevant graduate program
- Strong interest in Academic Advising, Peer to Peer Mentoring, Community Colleges, Career Services, student development, or higher education
- Proficient with technology and comfortable learning new digital platforms
- Excellent written, verbal, and interpersonal communication skills
- Ability to collaborate effectively with faculty, staff, and campus partners

### **Preferred Skills**

- Experience with content creation, digital communications, and/or program facilitation
- Familiarity with student development theories and/or onboarding and training best practices
- Strong organizational skills and attention to detail
- Experience with program development, recruitment, mentorship development, or data management and assessment

### **Method of Application**

Please submit a résumé and letter of interest to Zack Linares-Kowalski, Assistant Professor/Advisor Academic Advising and Transfer Center at [zackerylinareskowa@grcc.edu](mailto:zackerylinareskowa@grcc.edu)