**TIMELINE**

The internship selection process is coordinated with the graduate school. Therefore, it is strongly recommended that candidates submit the required graduate school and counseling program application materials at least two weeks in advance of the internship deadline. The anticipated deadline for all materials is **February 1, 2022**. Please review both the Graduate Recruitment & Admissions and the Graduate Counseling Program departments’ websites to confirm the required materials needed for consideration.

**APPLICATIONS**

Please send a cover letter, resume, three (3) letters of reference, and a final (current) transcript to Johnna Wiggins, Student Center Administrative Assistant, at wigginsj@ccsu.edu or mail to:

Internship Search Committee  
Attn: Johnna Wiggins  
Administrative Assistant, Student Center  
Central Connecticut State University  
1615 Stanley Street, PO Box 4010  
New Britain CT 06050-4010  

Internship applications received by February 1, 2022 will receive first preference but applications will be considered until all positions are filled. To be considered for the internship, candidates must also submit a completed application, with official transcripts and the application fee, to the CCSU Graduate School by the anticipated deadline of February 1, 2022.

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**For More Information**

About the Student Center:  
[https://www.ccsu.edu/studentcenter/](https://www.ccsu.edu/studentcenter/)  
Contact:  
Laura Whittemore,  
Student Center Associate Director  
(860) 832-1973  
laura.whittemore@ccsu.edu  

About the MS in Counselor Education:  
Contact:  
Jelane Kennedy,  
Student Development in Higher Education Program Coordinator  
(860) 832-2119  
jakennedy@ccsu.edu  

About Graduate Requirement & Admissions:  
[https://www2.ccsu.edu/admission/graduate/?redirected](https://www2.ccsu.edu/admission/graduate/?redirected)  

About Central Connecticut State University:  
[https://www.ccsu.edu](https://www.ccsu.edu)  

Application Deadline is **February 1, 2022**
Our Legacy

Since 1966, the Central Connecticut State University Student Center has been committed to providing a comprehensive professional program for students interested in entering the field of higher education.

The focus of the two-year internship is to train and to develop young professionals who will positively contribute to the field of Student Affairs.

The experiential learning environment of CCSU aims to increase the personal growth and development of a diverse group of young professionals at a four year, regional, comprehensive public university.

Guided by the role of the college union, the Student Center leads in the development of community as the gathering place of the campus. The internship will include experiences and skill development in operations, student services, personnel management, leadership training, technical services, esports, conferences and event management.

Requirements

The Student Center is looking for talented, energetic individuals interested in pursuing a career in higher education!

- Completion of a bachelor’s degree by May 20, 2022 with a minimum of 2.70 GPA (on a 4.0 scale).
- Acceptance into the Graduate School Program - Counselor Education with Specialization in Student Development in Higher Education.
- Availability to begin the internship experience and Graduate School summer course studies by May 23, 2022.
- Strong organization and communication skills.
- Strong commitment to higher education and student development.
- Strong commitment to enter the field of higher education focusing on Student Affairs.

Benefits

- Two years of full time work within Student Center Operations, Services, Conferences and Event Management.
- One-on-one coaching by faculty members throughout the program.
- Direct application of theory/course content into practice in a professional setting.
- A $20,000 stipend for 12 month contract with one-year renewal.
- Tuition is waived for part-time study. Students are responsible for other fees as applicable.
- May include: travel and delegate fees to regional ACUI regional conference; travel and delegate fees for one professional conference for the purpose of job searching during the second year.

Academics

All Graduate Interns earn a master’s degree in Counselor Education - Student Development in Higher Education. A total of 42 credits are required to complete the blended major, which encompasses courses from the Department of Counselor Education and Family Therapy. The academic program provides graduate students with insight into theories and models used by student affairs professionals daily. Students can then apply this knowledge through their own interactions.

For more information, please contact the Student Development in Higher Education Graduate Program Director, Jelane Kennedy at (860) 832-2119 or jakennedy@ccsu.edu