

Center for Career Services

Graduate Intern Job Description

The graduate internship prepares students for a wide range of career opportunities in higher education. The program provides progressive responsibilities in many areas in Career Services. The intern will experience all aspects of a comprehensive career center as they develop skills including problem solving, counseling, organization, collaboration, program development, and communication. In addition, the intern will participate in University wide projects and professional development opportunities and begin developing a professional network.

During the first year the intern will:

Provide assistance to visitors (students, employers, administrators, faculty) to the Career Center; answer questions and provide information regarding career programs, resources and services

Collect documents for proof of work eligibility for student workers and assist with the coordination of on-campus student employment program

Assist in the development and delivery of career related workshops and activities, including Career Fair

Provide assistance to students in Career Resource Library and Computer Lab. Assist students with JOBSs.

Market career related programs and services. Assist with Career Services publications and promotional pieces.

Promote special events, such as career fairs.

Shadow career counselors and observe career counseling sessions

Provide student assistance during walk in hours.

During the second year the responsibilities increase to also include:

Provide career counseling to students and alumni

Design and present career related workshops on campus particularly in residence halls

Assist with training of student employees

Represent the Career Center at various University events

Qualifications:

Matriculated graduate student in subject area related to Career Services including Counseling, Education, Psychology, Sociology, Social Work. Good oral and written communication skills, with ability to speak to various size groups. Excellent interpersonal skills. Organized and detail oriented. Ability to work as part of a team. Proficient with various computer applications.