



Center for Career Services

Graduate Intern

The graduate internship prepares students for a wide range of career opportunities in higher education. The two year program provides progressively more 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. As a member of the Career Services team, the intern will provide counseling to students and alumni, design and present workshops, assist with career programs and events, assist with maintenance of web page and work cooperatively with all members of the University community as well as our employer partners. In addition, the intern will participate in University wide projects and professional development opportunities while developing a professional network.

Position Responsibilities for the first year

- Provide career counseling to students and alumni after initial training and observation of career counseling sessions.
- Assist in the scheduling and development of career related workshops and activities.
- Provide assistance to students in Career Resource Library and Computer Lab. Assist students with JOBSs, online job recruitment system.
- Provide assistance and counseling during scheduled walk in hours.
- Market and promote career programs, services and events. Assist with Career Services publications and promotional pieces.
- Assist with the coordination of on-campus student employment program.
- Design and present career related workshops on campus particularly in residence halls.
- Assist with the coordination of career fairs.
- Coordinate on-campus informational recruitments with employers.
- Assist with maintenance of Career Services web page.

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