

Career Center, Graduate Intern

The Career Center at California State University, San Bernardino (CSUSB) is seeking four (4) Graduate Intern (GI) for a centralized career center serving over 20,000 undergraduate, graduate students, and recent alumni.

Position Overview:

The Career Center Graduate Intern plays a vital role in working with CSUSB students as they address a wide range of career concerns. The GI will work in collaboration with the career counseling team. GI's have the opportunity to aid the Career Center in promoting holistic career development through taking individual student appointments and drop-ins, creating and implementing workshops, helping coordinate events and spearheading special projects.

Responsibilities of the Graduate Intern include, but are not limited to, the following:

Career Advising and Counseling

- Provide career assistance to undergraduate students in one-on-one appointments and group settings through facilitating major/career exploration, and drafting career goals/action plans.
- Coach students in job/internship search strategies, resumes, and cover letter development, as well as interviewing techniques.

Programming and Workshop Facilitation

- Present career-related workshops to students on career/major exploration, resumes, professional communication, interviewing, job searching, and overview of services.
- Collaborate and network with campus departments to develop career-related programs and materials.

Administrative Projects

- Assist staff with the assessment of events, activities, and student outcomes through tracking statistics in Microsoft Excel and developing quarterly and annual reports.
- Perform other special assignments, in accordance with personal strengths and departmental needs.

CC hours of operation: Monday-Friday, 8:00 am – 5:00 pm; some evening and weekend work is possible.

Number of hours required per week: 10-20 hours per week; with mandatory training the last week of April.

Training/supervision: A significant amount of training and support is provided to graduate interns throughout the academic year. Supervision is provided by full-time CC staff, with weekly one-on-one supervisory meetings.

Required Qualifications:

- Graduate student enrolled in a minimum of six credit hours, and in good academic standing, in a graduate program related to student affairs, higher education, educational counseling or related field.
- Strong interest in helping college students formulate future plans/goals.
- Experience using Microsoft Office, Google Drive, and social media.
- Minimum GPA: 3.0

Preferred Qualifications:

Experience serving in an advising, counseling, or helping capacity

- Prior success planning and executing events, meetings, training sessions, or workshops.
- Comfortable using web technologies, including social media, in a professional manner.
- Able to take initiative and work independently, while also collaborating tactfully with a diverse group of professionals.

- Demonstrated proficiency at organizing information and scheduling activities.
- Superior oral and written communication skills as evidenced by application materials and interview responses.
- Knowledge of the career development theory
- Ability to build rapport with students
- Strong interpersonal, written communication skills, and presentation skills.
- Ability to take the initiative to complete tasks and develop new programs when appropriate is also desired.

Compensation:

- Unpaid
- Supervised fieldwork hours

Application:

Submit resume and cover letter via google form

<https://goo.gl/forms/e8419fSyqNY3AJng1>