



## **Counseling Internship Program**

### **Summary of Position:**

Under the supervision of the Counseling Department Chair(s), learn and provide student support services at the Counseling Center at Crafton Hills College. Gain an understanding of the California Community College system and interact with faculty, staff, and students. The internship is for one academic semester but may be extended.

### **Requirements:**

Completion of a bachelor's degree from an accredited college or university. Current enrollment or completion of a Master's program in: college counseling, counseling psychology, guidance counseling, social work, or career development OR the equivalent.

### **Ideal Candidate:**

- Strong student-focused perspective and the ability to enthusiastically and effectively assist students in individual or group settings.
- Ability to be able to give effective oral presentations.
- Demonstrate an equity-minded counseling approach.
- Strong work ethic and the ability to prioritize multiple tasks and follow-through in a timely manner.
- Ability to work closely with all Crafton Hills College faculty, staff, and administrators.
- Strong critical thinking skills to solve complex student cases.
- Excellent one-on-one counseling skills.
- A desire to learn about and work in an institution of higher education.

### **Essential Duties:**

- Learn about the California Community College's mission and student population.
- Learn skills and programs that Community College Counselors use such as Assist.org and UCPathways.
- Engage in student counseling in one-on-one sessions or group sessions.
- Utilize technology to serve students remotely.
- Conduct counseling-based workshops as needed.
- Participate in department training and attend required meetings and conferences.
- Learn about other specialized counseling programs that the college offers such as Transfer, EOPS, Veterans, etc.
- Develop Student Educational Plans that meet students goals of earning an associates degree, transferring to a four-year university, or earning a certificate.

**Application Process:**

- Interested applicants will need to submit the following materials:
  - A comprehensive resume or curriculum vitae
  - A cover letter detailing how the applicants educational and professional background meet the internship requirements.
- Materials should be PDF documents and emailed to Jimmy Grabow – [jgrabow@craftonhills.edu](mailto:jgrabow@craftonhills.edu).
- If you are offered the position and accept, you will be required to submit transcripts to verify the educational minimum qualifications for the internship.
- Application materials are accepted on a rolling basis.

**Selection Process:**

- Applicant screening of materials.
- Selected applicants will be invited for a panel interview with a candidate presentation.
- Offer of internship position.