Educational Counseling Internship

Anticipated Start Date: Oct. 26, 2015
Pay rate: $12 an hour
See Our Website: http://www.sjsu.edu/counseling/

Counseling & Psychological Services (CAPS) at San José State University provides inclusive personal and educational counseling, workshops, programs and outreach to the campus community. Educational counseling interns will assist SJSU students develop the skills needed to be successful in the university environment and beyond. Under the direct supervision of an educational counselor, the intern will present workshops and class presentations, provide individual educational counseling to students, and assist with CAPS outreach activities. There may be opportunities to work on special projects that further enhance the intern’s areas of concentration. This is an ideal placement for those interested in developing their knowledge and skills in navigating higher education policies, processes and mental health issues.

Commitment and Training:
This internship is a two semester commitment for Academic Year 2015-2016. Interns must be available to work approximately 15-20 hours/week with Fridays as one of the internship days. The intern will receive at least one hour of individual or group supervision weekly. Interns may receive academic credit for their internship hours through their academic programs.

Qualifications:
∙ Must possess strong oral and written communication skills
∙ Demonstrate ability to appropriately handle sensitive communication with students, staff, and faculty
∙ Ability to maintain confidentiality
∙ Ability to perform in a detail-oriented, fast paced, team environment
∙ Working knowledge of software applications and using technology
∙ Graduate student in counseling, social work, psychology, or education programs preferred
∙ Previous experience working with college students, peer mentoring, or tutoring is preferred
∙ Understanding and demonstration of multicultural competence
∙ Previous experience in designing and facilitating workshops preferred

Responsibilities:
• Under direct supervision of an educational counselor assist with educational counseling and interventions to individual students experiencing academic, personal, career, or other developmental difficulties.
• Serve as a bridge to personal counseling to help those whose academics are affected by mental health concerns
• Prepare case notes based on all students seen and have them reviewed by their supervisor
• Video tape all educational counseling sessions to be reviewed by their supervisor
• Co-facilitate and facilitate student success workshops and/or groups
• Participate in CAPS outreach activities
• Attend various department meetings, trainings and campus events as determined by their supervisor

Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to:
Veronica Mendoza Hand, Educational Coordinator, Counseling & Psychological Services, One Washington Square, San José, CA 95192-0035 or Veronica.Hand@sjsu.edu – 408-924-5921.
Background check must be completed prior to start date.

Counseling & Psychological Services is a department within the Division of Student Affairs. CAPS programs are provided without regard to race, color, religion, origin, gender, sexual orientation, marital status, age, and/or disability.