Career Counseling Internship—Level I

SJSU, Career Center

Posted: Jan 12, 2016

DIVISION N/A
ADDITIONAL DOCUMENT Cover Letter
POSTING DATE January 12, 2016
POSITION TYPE Internship/Co-op
EXPIRATION DATE February 29, 2016
SALARY LEVEL TBD

DESCRIPTION
The career counseling intern will serve as a member of the professional counseling staff in providing counseling and career development education to the students of San Jose State University. This internship is designed as a learn-and-observe process during the first semester and a hands-on application of career counseling activities in the second semester. Under the supervision of a career counselor the intern will assume counseling responsibilities which include career advising, presenting workshops and assisting with career related events.

QUALIFICATIONS:
• Second year masters-level students preferred. First year students with proven related experience may be considered.
• Candidates must currently be working toward a graduate degree in career counseling, college counseling, psychology, or a related field.
• Previous coursework or exposure to career counseling and career assessment is strongly preferred. Student must take career assessment coursework (covering MBTI and SII) before or during the time of internship.
• Students must have basic understanding of career development theories and tools: assessment, exploration, development, job/internship search, resume writing

RESPONSIBILITIES:
• Assist with resume drop-in hours and provide general advising related to career center services, career planning options, and job/internship search assistance
• Assist with programs such as career fairs, employer panels, outreach events, and workshops
• Co-facilitate (1st semester) and facilitate (2nd semester) workshops related to resume writing, interviewing, career exploration, and job/internship search
• Assist with liaison and career programming activities with academic departments and clubs
• Develop counseling case load second semester

COMMITMENT:
This internship is a 2 semester commitment, starting Summer 2016. Interns must be available to work 15–20hrs week. The intern will receive at least one hour of individual supervision with a career counselor weekly. Interns must receive academic credit for their internship hours. Work Study candidates strongly encouraged to apply.

COMPENSATION:
• Competitive hourly wage
• Access to professional development workshops/opportunities
Apply through SpartaJobs, or email anita.manuel@sjsu.edu directly.