Graduate Student Intern at the University of California, Davis
Internship and Career Center (ICC)
for the 2018-2019 academic year!

The ICC provides career advising to the UC Davis main campus with over 30,000 undergraduates, masters and doctoral students and post-doctoral scholars. We operate one of the premier internship programs in the nation placing between 5,000-6,000 interns per year.

Responsibilities
- Assist students with career development in individual and group/workshop settings
- Provide resume and cover letter reviews and coaching
- Advise and coach students on job search strategies including interviewing
- Educate and empower students to use on-line internship and job search resources
- Develop and facilitate career-related workshops and events
- Review and evaluate student internship evaluations (Transcript Notation)
- Interpret career assessments in individual and group settings (MBTI, Strong Interest Inventory, Skill Scan, Values Check List)
- Support ICC teaching mission by assisting with course preparations, activity facilitation, and grading
- Support employer relations by networking and representing the ICC and its services
- May work with undergraduates, graduate students or a combination

Qualifications
- Outstanding interpersonal, oral, and written communications skills
- Knowledge and skills in areas of higher education career advising
- Interest and ability to maximize opportunities to learn and grow
- Previous workshop and presentation experience preferred
- Ability to effectively interpret career assessments individually and in groups
- Self-directed, open to feedback, creative, motivated to develop high quality career advising skills
- Enrollment in graduate student degree program in career counseling
- 3rd year interns desired, but possible options for 2nd year interns may exist

Internship benefits
- $7500 stipend & great skill building experiences
- Practical experience working with a diverse student base in a university setting
- Experience working with students from a wide range of fields with varied career interests
- Mentorship from established career counselor

Time commitment
- Mid-August 2018 through early June 2019 (Fall, Winter and Spring Quarters)
- 16 hours per week – most advising occurs between 10 am and 4 pm, Mondays through Fridays
- MUST be available on occasional evenings and weekends intermittently.

Apply by Monday, March 19, 2018 by 9:00 a.m.
- Email resume, cover letter, and information for three references to:
  Ashley Odell, M.A., Senior Career Advisor
  UC Davis Internship and Career Center
  One Shields Avenue
  Davis, CA 95616
  arodell@ucdavis.edu

- Questions? Contact Ashley Odell at - arodell@ucdavis.edu (preferred) or 530-752-6674