The Academic and Career Counselor Intern will have the opportunity to learn the various roles related to serving the incarcerated population at the Elmwood Jail, located in Milpitas, CA.

**Duties**

- Collaborate with the project Director and local community colleges, to learn about pathways and programs, to then inform the student-inmates.
- Advise and counsel potential and existing students on general community college and CSU specific admissions and retention requirement.
- Assist in coordinating and implementing Student Success: Education and Career Planning workshops
- Assist students in applying for FAFSA (Free Application for Federal Student Aid)
- Assist in connecting students to community college personnel/offices
- Assist in the on-site College Fair
- Assist in the planning, scheduling and hosting of CTE and subject area instructors
- Maintain records of the students’ goals and progress
- Maintain records of student survey results
- Other duties as assigned

**Required Qualifications**

- Master’s degree student candidate in Counselor Education or related field
- Ability to pass the County background check
- Strong work ethic and leadership skills demonstrated by
  - Maintaining confidentiality
  - Outstanding organizational and time management skills
  - Exceptional initiative and creativity in solving problems and addressing classroom issues
  - Strong interpersonal skills and the ability to work collaboratively in a team setting with students, faculty, the Director, the Department of Corrections staff, and community college staff.
  - Exceptional communication skills (verbal, written and non-verbal)
  - High level of professionalism and attention to detail
- Experience working in a diverse, multi-cultural setting. Knowledge of issues affecting low-income communities and/or communities of color.

**Working Conditions**

The correctional facility houses both women and men, separately. The students that will be taking the SJSU classes and workshops are assigned to the County Corrections Program for Rehabilitation. The student-inmates are motivate to participate in The Program and eager to receive education and skills to increase their employability and reduce the chances to recidivate back to jail. The Department of Corrections provides security with correctional officers. Workers must pass the Life Scan background check and pass a tuberculous test. You must arrive 30 minutes prior to instruction to park, pass through security, and walk to the classroom.

**Physical Requirements**

It is necessary to use a pull-cart to bring your material to the classroom.