San Jose State University Career Center

Career Counseling Internship—Level I

The career counseling intern will serve as a member of the professional counseling staff in providing counseling and career development education to the students and alumni 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 at SJSU.
- 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 career programming activities with academic departments and clubs.
- Develop counseling case load second semester.

COMMITMENT:

This internship is a 2 semester (1 academic year) commitment, starting Summer 2018. Interns must be available to work 15-20 hours week with preferred schedule days on Tuesday, Wednesday and Thursdays. Intern must be able to attend Thursday morning staff meetings. The intern will receive at least one hour of supervision with a career counselor weekly. Interns can receive academic credit for their internship hours. Work Study candidates strongly encouraged to apply.

COMPENSATION:

- Competitive hourly wage
- Access to professional development workshops/opportunities

APPLICATION PROCESS:

Please submit a cover letter and resume by May 6, 2018 by 5 pm to:

Nellie Rochon-Ellis, Program Lead

(nellie.rochon-ellis@sjsu.edu) 408-924-6019