

**Peer Connections
San José State University
Early Alert Internship**

The Early Alert intern will work with Peer Connections professional and student staff to assist SJSU students develop the skills needed to be successful in the university environment as well as in life. Under the supervision of the director, the intern will manage the early alert services and provide individual educational support to students, and assist with Peer Connections outreach activities. There may be opportunities to work on special projects that further enhance the intern's areas of concentration.

Qualifications:

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

Responsibilities:

- Provides initial assessments, educational counseling, and interventions to individual students experiencing personal, academic, career, or other developmental difficulties
- Offers strategies and resources to a diverse student population to be successful in the classroom and at SJSU
- Interprets and explains university policy to students, staff, faculty, and prospective students.
- Assists students in planning, organizing, and attaining their educational goals
- Prepares case notes on all student clients
- Refers and consults with other SJSU faculty and staff regarding SJSU students' impediments to being successful at SJSU
- Follows up on student cases
- Participate in Peer Connections student staff training and outreach activities

Commitment and Training:

This internship is a one or two semester commitment (2 semester preferred). Interns must be available to work approximately 15-20 hours/week. The intern will receive at least one hour of individual supervision on a weekly basis. Interns receive academic credit for their internship hours through their academic programs and will receive \$17.00/hour

Application Process:

Please submit a cover letter, resumé with references, and two letters of recommendation to: Deanna Peck, Peer Connections, One Washington Square, San José, CA 95192-0198 or Deanna.Peck@sjsu.edu – 408-924-2181

Peer Connections services are provided without regard to race, color, religion, origin, gender, sexual orientation, marital status, age, and/or disability.

