

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 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 (1 academic year) commitment, starting Fall, 2015. 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

APPLICATION PROCESS:

Please submit a cover letter and resume to:

Anita Manuel, Program Manager

(anita.manuel.sjsu.edu) 408-924-6049