

San Jose State University Career Center

Science Technology Engineering and Mathematics (STEM) Career Counseling Internship

The career counseling intern will serve as a member of the professional staff in providing counseling and career development education to students majoring in the S.T.E.M disciplines at San Jose State University.

The internship is designed as an opportunity to learn and apply advanced career counseling skills to diverse student populations and develop programming and relevant resources which support the needs of the SJSU S.T.E.M community. Under supervision, the intern will take on responsibilities which include career/ academic counseling, workshop development and facilitation, and creating career-related events/resources.

MINIMUM QUALIFICATIONS:

- Candidates must currently be working toward a graduate degree in career counseling, college counseling, psychology, or a related field.
- Interest in working with transfer and STEM (Science, Technology, Engineering and Math) student populations.

PREFERRED QUALIFICATIONS:

- Previous coursework or exposure to career counseling and career assessment inventories (MBTI, SII, SDS, Eureka)
- Experience working with students in Science, Technology, Engineering, and Mathematics (STEM) disciplines
- Experience with long distance learning resources and tools (social media, virtual resources) to help increase student engagement, academic performance, and/or career development are additional advantages

RESPONSIBILITIES: Purpose of the internship is to provide additional career support to students interested in careers related to STEM fields through experience in both the Career Center and the College of Science Advising Center (COSAC). The intern will receive joint supervision from both departments. It is anticipated that the first semester will focus on skill building in the Career Center service delivery with increasing exposure to advising service delivery in COSAC. Learning outcomes specific to the intern will be developed in collaboration with the assigned supervisor. Specific responsibilities will include:

- Assist with liaison and career programming activities with STEM college transfer students, academic departments, and clubs (e.g. Transfer Orientation Programs and STEM retention programs).
- Provide resume drop-in hours and general advising related to Career Center services, career planning options, and job/internship search assistance.
- Facilitate career-related workshops on topics including resume writing, interviewing, career exploration, and job/internship search.
- Partner with colleagues and supervisor to work on special projects and other career-related STEM programming.
- Develop counseling caseload and offer office hour targeted to a specific topic (e.g. Choosing a Major office hour).
- Research STEM-related career development tools to use with designated college liaison.

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RESPONSIBILITIES (Cont.):

- Collaborate with College of Science Advising Center to facilitate the delivery of STEM- related career development tools and resources to College of Science students.
- Gain comprehensive understanding of Career Center service delivery model and assess the needs of current STEM student population through 1st semester.

COMMITMENT:

This internship is a minimum of a 2 semester (1 academic year) commitment. The 1st semester is focused on understanding Career Center services and assessing the needs of students within the STEM disciplines to create customized service delivery and resource development. Interns must be available to work 15-20hrs week between the hours of 8am -5pm with occasional weekend and evening commitments. The intern will receive weekly supervision and is encouraged to attend staff meetings (calendar to be arranged).

COMPENSATION:

- Competitive salary D.O.E.
- Access to professional development workshops/opportunities
- Opportunity to participate in an academic/career development partnership collaboration

APPLICATION PROCESS:

Please submit a cover letter and resume outlining your relevant skills and experience online through SpartaJobs.

Deadline for submissions is 11/5/2013.

EQUAL EMPLOYMENT STATEMENT:

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.