

**Tri-Cities One-Stop Career Center  
Ohlone College District  
Career Center Internship  
Anticipate Start Date: July 1, 2016  
[www.tricitysonestop.com](http://www.tricitysonestop.com)**

The Tri-Cities One-Stop Career Center at Ohlone College provides inclusive career development, workshops, programs and outreach to the students and general job seekers community. Graduate level interns will work alongside a Career Advisor to assist students and job seekers develop the skills needed to be successful at career development and effective job search. Under the supervision of a qualified Career Advisor, the intern will learn to fully integrate personal and career development services to students and job seekers. Present job readiness workshops, learn to provide individual career development to students, and assist with outreach activities.

**Commitment and Training:** This internship is a one year, two semester commitment. Interns must be available to work approximately 10 - 15 hours a week (two days) with availability during operational hours (Mondays through Fridays). The intern will receive at least one hour of individual or group supervision weekly. The internship is unpaid.

**Qualifications:**

- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- 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
- Graduate student in counseling, psychology, sociology, or education
- Working knowledge of office software applications and using office technology

**Responsibilities:**

- Assist with career and interpersonal development for individuals experiencing personal, career, or other developmental difficulties
- Co-facilitate and facilitate student career readiness workshops
- Participate in outreach activities

Application Process: Please submit a cover letter, resume with attention to: Trisha N. Tran, M.A., Tri-Cities One-Stop Career Center at Ohlone College, 39399 Cherry Street #1211, Newark, CA 94560 or [Trishatran@ohlone.edu](mailto:Trishatran@ohlone.edu) – 510-742-2325