



Career Coach Internship
Career Center

Nature of Work

Assists the Director of the Career Center in the delivery of services of a comprehensive career development program for students and alumni. The Career Coach intern will provide career coaching and counseling to students via direct individual counseling and group programs. Additional responsibilities could include assistance in planning and organizing programs on varying career-related topics.

Professional Field

Career Counseling

Supervision Received

Reports to Director Career Center

• **Examples of Work Performed**

- Provide coaching and counseling to students and alumni in career planning skills and job search strategies
- Administer and interpret assessment instruments and computerized career guidance systems as needed
- Assist students with resume and cover letter preparation and with interviewing techniques
- Assist with the arrangement/promotion of career fairs and similar events or activities
- Aid in creation and presentation of various career topics to classrooms, clubs, departments and organizations
- Co-develop and update electronic and paper (handouts/brochures) resources
- Assist with maintaining Career Center presence at various recruiting events

Knowledge, Skills, and Abilities

- Must be able to communicate effectively with students, faculty, staff employers, and alumni and work collaboratively with other departments
- Must be self-motivated with the ability to work without close supervision
- Possess excellent customer service, organizational and motivational skills
- Demonstrate outstanding verbal and written communication skills
- Ability to multi-task and consistently meet established goals and deadlines
- Maintain professional appearance and manner and uphold the highest levels of professionalism and ethical conduct
- Possess high level of counseling and interpersonal skills to handle sensitive and confidential situations

Preferred Requirements

- Obtaining Master's degree in career counseling, counseling, higher education, student affairs, or related degree
- Experience with career assessments
- Experience developing effective job search materials
- Knowledge of career development and counseling to give career advice to students

Salary

This is an unpaid internship and willing to provide academic course credit/practicum experience