

## Internship and Practicum Opportunity

We are seeking to hire one (per term) Career Advisor, Intern, to support the career exploration and professional development needs of undergraduate students, graduate students and alumni at Shaw University.

### INTERNSHIP/PRACTICUM TERMS

**FALL 2023**

**SPRING 2024**

**SUMMER 2024**

### EXPECTATIONS AND DUTIES

- Provides individual and group career advising to students or alumni
- Reviews and critiques resumes, cover letter, graduate school statements or other professional documents
- Conducts mock interviews
- Administers career assessments - SuperStrong or Find My Interests
- Conducts career development related workshops and presentations
- Participates in career fair, information sessions and employer relations activities
- Collaborates with internal partners and faculty across various departments at the university
- Gathers and maintains data related to counseling, placement, and requests accurately
- Participates in campus activities hosted by the ELCD center and partnering offices - Academic Affairs & Student Affairs
- Utilizes tools and technology that encourages professional and career development - Handshake, Canva, Interviewing.com, ONETonline, etc.
- Adheres to NACE and NCDA competencies

### QUALIFICATIONS

- Candidate should be enrolled in an accredited graduate degree program in Career Counseling, Counselor Education, Higher Education, or related field program
- Candidate will submit resume, cover letter, and participate in an interview with Director and staff
- Candidate must be in good academic standing with their program and university
- Student must be committed to student and client success and consistently demonstrate leadership and counseling skills
- Schedule will be contingent on needs of the center and to meet the internship or practicum hours of the graduate student program requirements
  - Example - 5-10 hours per week for practicum 100 hours or 25 - 35 hours for 300/600 hours internship; to be determined during interview

**If you are interested in completing your CACREP required internship or practicum within our office,  
please submit your resume and cover letter to:**

**Morgan Ray, MA, CCC**  
**morgan.ray@shawu.edu**

**Director of Experiential Learning and Career Development**

**Experiential Learning and Career Development Center**  
**Shaw university**  
**Yancy Building Suite 222**  
**118 E. South Street | Raleigh, NC 27601**