

## Meredith College – Office of Career Planning Graduate Student Internship

This internship is a great opportunity for graduate students interested in careers in counseling and higher education. You will assist current students and alumnae of Meredith College with career development in individual appointments and group settings. You will explore the connection between strengths and career planning, while promoting the holistic development of each student/alumna. Please review our website at [www.meredith.edu/careerplanning](http://www.meredith.edu/careerplanning).

### Responsibilities:

- Develop, implement, coordinate and assess workshops, events, and activities dedicated to student career development. Workshops and events could include topics relating to resume and cover letter development, job search, professional presentation, networking, graduate school, etc.
- Facilitate self-assessments such as StrengthsFinder, Career Liftoff, Myers-Briggs Type Indicator and Strong Interest Inventory.
- Manage electronic resume submissions through CareerLink including reviewing documents and providing feedback for improvement.
- Provide career exploration, counseling and planning; including internships, job search and graduate school preparation.
- Co-facilitate the Career Planning Seminar offered in both the Fall and Spring semesters.
- Attend and actively participate in weekly OCP staff meetings and site supervision.
- Coordinate and lead weekly Drop-in Clinics.

### Requirements:

- Must be enrolled in a Master's program in a related field (i.e. Higher Education Administration, College Counseling, Counselor Education, Student Development, Student Affairs)
- Availability during regularly scheduled staff meetings and at least 10 hours weekly for practicum and 20-40 hours a week for internship
- Flexibility and willingness to learn
- Strong verbal and written communication skills, including presentation skills and representing our department at various venues
- Interest in helping others and sensitivity to student needs
- Ability to work well on a team, but also autonomously
- An in-depth understanding and application of college student development theories, career development theories, and/or counseling theories
- Ease and interest in collaborating with faculty and staff and building strong working relationships
- Proven record of multicultural competence
- Possess computer skills and knowledge of electronic databases such as Blackboard

To apply, email completed resume, cover letter, and list of three references to Katie Peterssen, Assistant Director of Career Development at [kmpeterssen@meredith.edu](mailto:kmpeterssen@meredith.edu). Applications will be reviewed on an on-going basis. Priority deadline to apply is April 15, 2016.