**Meredith College – Office of Career Planning**

**Graduate Student Practicum/Internship**

This internship is a great opportunity for graduate students interested in careers in counseling and higher education. You will support current students and alumni/ae 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/alum. All career counselors and coaches must be committed to providing a welcoming environment where all identities, perspectives and experiences are heard, respected, and valued in conversations about career and professional development. We invite you to review our website at www.meredith.edu/career-planning.

**Responsibilities:**

* Provide career exploration, counseling and planning through individual appointments and in small groups; topics include major selection, internship and job search, resume/interview preparation, and graduate school preparation.
* 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 and branding, networking, graduate school, etc.
* Facilitate self-assessments such as Clifton Strengths, Myers-Briggs Type Indicator and Strong Interest Inventory.
* Attend and actively participate in weekly OCP staff meetings and site supervision.

**What’s in it for you:**

* Thorough and ongoing training opportunities and supervision with career professionals who support, guide and encourage your professional development and who have a combined 35 years of experience
* Immediate opportunities to work with students in an environment that prioritizes the well-being of our team and our community
* Opportunity for program creation and delivery
* Supportive environment that promotes learning
* Access to your own office space
* A focus on your professional development with opportunities to actively participate in development activities as a member of the team
* Membership to a relevant NC professional association
* Registration fee to participate in a relevant NC conference
* Support and feedback in reaching your own career and professional goals
* Access to Strengths Coaching by a Gallup-Certified Strengths Coach

**What we’re looking for:**

* 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)
* Flexibility and willingness to learn
* Strong verbal and written communication skills, including presentation and editing skills
* 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
* Demonstrated commitment to diversity, equity, and inclusion
* Possess computer skills and knowledge of electronic databases or learning platforms
* Availability during regularly scheduled staff meetings
* **Between 8-10 hours weekly for practicum and 20-40 hours a week for internship**
* Priority is given to candidates with a 2(+) semester commitment/the ability to complete both practicum and internship at our site. Practicum provides excellent training and the opportunity to immediately work with students as an intern.

*This is an unpaid internship opportunity.*

**Let us know you are interested.  To apply**, email your resume and responses to these two questions: 1. Why career services and why Meredith College? 2. What can the Office of Career Planning do to meet this moment and offer what college students need to reach their career goals?

Send to Dana Sumner, Director, Office of Career Planning, career@meredith.edu. Please include which semester(s) you are available and indicate how many hours you plan to be available. Applications will be reviewed on an on-going basis. **Priority deadline: July 29, 2022**.