

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.

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 and branding, networking, graduate school, etc.
- Facilitate self-assessments such as StrengthsFinder, Myers-Briggs Type Indicator and Strong Interest Inventory.
- Manage electronic resume submissions through CareerLink powered by Handshake including reviewing documents and providing feedback for improvement.
- Provide career exploration, counseling and planning; including internships, job search and graduate school preparation.
- Attend and actively participate in weekly OCP staff meetings and site supervision.

Additional responsibilities may vary based on the current needs of the Office of Career Planning. Possible Projects:

SUMMER INTERNS:

- Lead orientation or enrollment presentations focused on career exploration and developing strengths.
- Lead career and professional development workshops for visiting community groups.
- Collaborate with Career Development Coordinator to research and assess first destinations of recent graduates.
- Create and revise online career development resources including websites, e-learning modules and handouts.

SPRING/FALL INTERNS:

- Co-facilitate the Career Planning Seminar offered in spring semester.
- 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)
- 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
- Proven record of multicultural competence
- Possess computer skills and knowledge of electronic databases such as Blackboard

Time Expectations:

- Availability during regularly scheduled staff meetings
- **Fall/Spring: at least 10 hours weekly for practicum and 20-40 hours a week for internship**
- Summer: flexible (based on projects)

To apply, email completed resume, cover letter, and list of three references to Katie Peterssen, Assistant Director of Career Development at kmpeterssen@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: February 28, 2019.