**POSITION ANNOUNCEMENT**

**TITLE:** GRADUATE INTERN  
**DEPARTMENT:** UNIVERSITY CAREER CENTER  
**REPORTS TO:** ASSOCIATE DIRECTOR, CAREER CENTER  
**HOURS:** PART-TIME (INTERNSHIP COMMITMENT: FALL 2015 TO SPRING 2016 ACADEMIC YEAR; MINIMUM 10 HOURS PER WEEK AND MAXIMUM 20 HOURS PER WEEK)  
**SALARY RANGE:** $13.50 PER HOUR  
**FLSA STATUS:** NON-EXEMPT

The Career Center partners with students, faculty, alumni, employers, academic programs and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community. The Career Center assists students in assessing and defining their work related skills, interests, experience and values to maximize career opportunities consistent with their personal and career aspirations. Services are available to currently enrolled undergraduate and graduate students as well as alumni who are within one year of having graduated.

**POSITION SUMMARY:**
Under the supervision of the Associate Director of Career Development, the Graduate Intern (GI) provides frontline drop-in counseling services to students/alumni utilizing the Career Center. The GI is required to apply basic counseling skills, techniques, and career development theory in a practical setting.

**Learning Objectives**
- As a result of this internship opportunity graduate interns will gain familiarity with career counseling and advising, career trends, and knowledge of career related resources.
- Gain hands on experience in working one-on-one with a diverse student population through brief counseling sessions, workshops, presentations, and events.
- Graduate interns will develop presentation and communication skills through the development of workshops and presentations.
- The graduate intern will gain experience in implementing career related programs and workshops.
- Graduate intern will gain professional skills in resume and cover letter writing, job search skills and strategies, interview preparation, salary negotiation, graduate school preparation, and other career related topics.

**ESSENTIAL FUNCTIONS:**
- Provides orientation/overview of Career Center to first-time visitors.
- Refers students to other campus and community resources when assistance is needed beyond the scope of the Career Center.
- Presents and co-facilitates career related workshops and presentations.
• Will have the opportunity to work directly with other College Career Specialists on various projects, assignments, and career related workshops and presentations.
• Conducts brief intake interviews to determine student's primary reason for visiting the Career Center.
• Applies basic counseling techniques and knowledge of the career development process in identifying interventions resources, and services appropriate to the student’s needs.
• Applies knowledge of career counseling resources, assessments, and strategies in working one-on-one with students making academic and career decisions, exploring options, and preparing for job searches and graduate or professional school.
• Works individually with students to develop action plans for acquiring academically related work experience.
• Assists students in evaluating their personalities, skills, values and interests in relation to choosing majors and/or suitable work environments.
• Becomes knowledgeable of current full-time and part-time job listings, internships, cooperative education and volunteer/community service openings in order to assist students.
• Maintains current information on Career Center, program changes, services, policies and events. Critiques resumes, cover letters and other job search correspondence; supports students preparing for job interviews.
• Incorporates the use of computerized career guidance systems and online resources such as EUREKA, Ferguson, Titan Resume Builder, InterviewStream, Titan Connection Jobs database, online search engines, and other career/job related internet sites.
• Makes recommendations to students regarding workshops, orientations, programs and services to enhance their efforts to achieve stated goals.

MINIMUM QUALIFICATIONS:
• Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required
• Available a minimum of 10 hours per week, between 8:00 a.m. and 5:00 p.m., Monday-Friday a maximum of 20 hours per week are offered if interested
• Attend a Mandatory Paid Training Program: August 3rd –August 21st, Monday-Friday 9:00 a.m.-4:00 p.m. a few weeks before the semester begins.
• Must commit to the entire academic year (Fall 2015 and Spring 2016 semesters)
• GI will receive 1 hour of supervision and training per week
• Ongoing feedback and evaluation will be provided by Supervisor

EDUCATION:
Bachelor's degree required. Graduate student in an approved Masters degree program in a related field required.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

PARKING INFORMATION
The Graduate Intern will be responsible for purchasing his/her own campus parking permit. The Graduate Intern will have the option to either purchase a semester parking permit estimated at $160-170.00 per semester or purchase a daily parking permit at the rate of $8.00 per day.
APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

Preference will be given to applications received by Wednesday, July 15th. Interviews will be scheduled in the Month of July 2015 or prior if special arrangements are necessary and made in advance with the Associate Director.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.