GRADUATE INTERN JOB DESCRIPTION

TITLE: CAREER SERVICES INTERN

NUMBER OF HOURS: 20 hours/week

STIPEND: $22.76 per hour

JOB DESCRIPTION: Working under the supervision of the Assistant Director of Career Planning, the intern provides career-related workshops to groups, coordinates the Peer Advisor Program, and advises students one-on-one.

EXAMPLE OF DUTIES:
1. Acts as Career Services liaison to Residential Life; designs, coordinates, and facilitates career-related workshops for students, faculty and staff.
2. Coordinates Peer Advisor Program, providing Walk-In appointments during weekday afternoons. Hires, trains, schedules and supervises PAs on ongoing basis.
3. Provides one-on-one career advice to undergraduates and graduate students.
4. Participates in career fairs and outreach events.
5. Compiles assessment data and reports as needed.
6. Performs other duties as assigned.

QUALIFICATIONS:
1. Master’s or Doctoral students in the School of Education; first year students preferred.
2. Flexibility as relates to schedule including evenings and some weekends.
3. Ability to work effectively within groups as well as independently.
4. Experience and commitment to work within diverse, multicultural environment.
5. Ability and interest to learn large amount of career-related information very quickly and competently.
6. Excellent written and oral communication skills.

Please send resume and cover letter to Caroline Gould, clgould@umass.edu.
We will start to review materials on April 21, 2015.