CHICO STATE | Career Center

SSC 270
Phone: (530) 898-5253 ● Fax: (530) 898-4881
www.csuchico.edu/careers

Internship Position Description (application on reverse)

The Chico State Career Center seeks enthusiastic student interns for the 2014-2015 school year **(application deadline is Monday, April 14, 2014, at 9 a.m.**

Summary:

- Paid: $9.00 per hour
- Hours per week: 6-10 (estimated)
- Afternoon availability preferred

The interns will gain:

- An understanding of college students' career development and career search needs.
- An understanding of job search/resume/interview strategies and advising techniques for a variety of fields and diverse populations, and an understanding of career planning tools and assessments.
- An appreciation of the importance of customer service in student services and techniques for providing a student-centered experience for all visitors to the Career Center.
- Exposure to the structure, philosophy and operations of a full-service university career center.
- Knowledge of computerized career guidance and job search programs.
- The ability to steer students towards appropriate resources to meet career development needs.
- Information to gain a better understanding about the intern's own personal career development and clarification regarding a personal career plan.

Typical activities include, but not limited to:

- Creating a welcoming, friendly, customer-service-oriented environment in the Career Center lab.
- Observing advising sessions, including resume and cover letter reviews, one-on-one advising and assessment interpretations.
- Conducting "JobCat" database orientations.
- Utilizing probing, open-ended questions to identify student needs and refer to appropriate resources.
- Conducting research on career-related topics.
- Assisting in identifying and updating the website and career library materials.
- Contributing to campus-wide marketing and outreach for upcoming Career Center events.
- Receiving supervision and feedback on professional development and student interactions.
- Brainstorming and strategizing on ways to improve career services for students.
- Participating in career development activities for personal gain, such as informational interviews, mock interviews, as well as other activities specific to the intern's personal career goals.

Requirements of the position:

- Current enrollment at Chico State (Junior or Senior status preferred, not required). All majors welcome.
- Sensitivity to the needs and issues of diverse populations.
- Desire to help students.
- Experience and/or ability to provide exceptional student-centered service.
- No minimum GPA required to apply. A minimum of a 2.5 GPA during the fall semester will be required to continue the internship to the spring semester.

Supervision/Pay Rate/Hours:

The Career Center Intern will work under the supervision of the Career Center staff members who will provide on-going feedback and support. **This is a paid internship ($9.00 an hour to start).** Units of credit are available by making appropriate arrangements with a faculty member in your department.

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2014- 2015 Internship Application

Deadline: Monday, April 14, 2014 at **9:00 a.m.**

Instructions

- □ Complete basic information (below)
- □ Attach answers to supplemental questions (below)
- □ Attach your resume (if you need help with your resume, stop by the Career Center between 1 – 4 p.m. daily, SSC 270)
- □ Please hand-deliver or email application materials by **Monday, April 14, 2014 at 9:00 a.m.** to the Career Center, SSC 270 or careercenter@csuchico.edu.

Basic Information

Name: _____ Student ID#:_____
Last First MI

Local Address: _____ Phone Number: _____
Street City Zip

Summer Address:_____ Phone Number:_____
Street City Zip

Major & Minor:_____ Anticipated Grad Date: _____

Email address:_____Do you have work-study? ☐ Yes ☐ No ☐ I don't know

Cumulative GPA: _____ Are you planning to receive units for this internship? ☐ Yes ☐ No

Supplemental Questions (please attach typewritten answers)

1) What are your future career plans and how do you think this internship can help you realize these plans? (it is o.k. to say you don't know what your career plans are, if that is the case ☺)

2) Why would you be effective as a Career Center Intern?

3) What is your definition of customer service?

4) What would you like to gain from this program in terms of skill development?

5) Please describe any obstacles you have overcome in your college experience and what you learned in the process.

6) What is your definition of "student success?"

If seeking units, if/when internship offer has been extended, please obtain the following:

Course Name and Number_____ No. of Units____ Faculty Approval_____