

#### **Position Summary**

Under the supervision of a Career Counselor, the Career Counseling Intern (CCI) provides frontline career counseling services to students/alumni utilizing the Career Center. The CCI is required to apply basic counseling skills, techniques, and career development theory in a practical setting. NOTE: This is a paid position that is open for cooperative education units to candidates who have not completed EDC 475. However, field study units may be applied if the candidate has completed EDC 475.

#### **Requirements**

- Graduate status in the Counselor Education Department at Sacramento State with a specialization in Career, School and/or Vocational Rehabilitation Counseling.
- Completed EDC 216/280 and 260 or concurrent enrollment. Note: Related experience may be substituted for coursework on a case-by-case basis.
- Advanced oral and written communication skills.
- Computer skills: Ability to enter client data into an established database.
- Available 14-16 hours per week for Spring 2010 in 2-4 hour blocks of time, between 9:00 am and 4:00 pm, based upon Career Center operating needs.
- Must be in good academic standing.

#### **Training and Supervision**

- Attend 2 ½ days of training during the week prior to the first day of instruction.
- CCI's will see walk-in clients 14 -16 hours per week and receive weekly supervision and training. Evaluations will be conducted by a Career Center supervisor at the midpoint and at the end of the semester.
- All positions are paid by stipend.

#### **Walk-in Responsibilities**

- Conducts brief intake interviews to determine the client's primary reason for visiting the Career Center; performs triage during busy periods to reduce client stress and maintain smooth delivery of services.
- Applies basic counseling techniques and knowledge of the career development process in identifying interventions, resources, and services appropriate to the client's needs.
- Applies knowledge of career counseling resources, assessments, and strategies in working one-on-one with clients making academic and career decisions, exploring options and preparing for job searches.
- Works individually with clients to develop action plans for acquiring academically related work experience.
- Assists clients 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 clients.
- Maintains current information on Center program changes, services, policies and events.
- Critiques resumes, cover letters and other job search correspondence; supports clients preparing for and processing interviews.
- Incorporates the use of computerized career guidance systems, EUREKA, Choices and internet access as self-assessment, research, and job search tools.
- Makes recommendations to clients regarding workshops, orientations, programs and services to enhance their efforts to achieve stated goals.
- Conducts classroom presentations of Career Center programs and services; provides an orientation/overview of Career Center to first-time visitors.

**Walk-in Responsibilities continued**

- Refers students to career counselors, campus and community resources when assistance is needed beyond the scope of the CCI.
- Participates in job fairs, educator recruitment days, special events, career center program requests and workshops.

**Individual Appointment Responsibilities\***

- Utilizes career counseling techniques to provide individual career counseling for students and alumni.
- Determines client's goals and the appropriateness of career counseling.
- Determines assessment techniques and/or tools most appropriate to the needs of the client.
- Conducts and interprets assessments of interests, personal and work values, skills and personality to enhance the client's self-understanding.
- Teaches students how to research the world of work and/or academic programs.
- Assists clients in developing an action plan to reach their academic, career, personal and/or work goals.
- Makes referrals to professional staff and schedules appointments as appropriate.
- Assists with Walk-Ins during peak traffic flow periods to maintain timely provision of services.

\*Eligibility to see students for individual appointments, in addition to walk-in responsibilities, is based upon prior or concurrent experience in EDC 475.