

Graduate Student Intern with the University of California, Davis Internship and Career Center (ICC) for the 2016-17 academic year!

The ICC provides career advising to the UC Davis main campus with over 30,000 undergrads, masters and doctoral students and post-doctoral scholars. We operates one of the premier internship programs in the nation placing between 5,000-6,000 interns per year.

Responsibilities

- Assist students with career development in individual and group/workshop settings
- Provide resume and cover letter reviews and coaching
- Advise and coach students on job search strategies including interviewing
- Educate and empower students to use on-line internship and job search resources
- Develop and facilitate career-related workshops and events
- Review and evaluate student internship evaluations (Transcript Notation)
- Interpret career assessments in individual and group settings (MBTI, Strong Interest Inventory, Skill Scan, Values Check List)
- Support ICC teaching mission by assisting with course preparations, activity facilitation, and grading
- Support employer relations by networking and representing the ICC and its services
- May work with undergraduates, graduate students or a combination

Qualifications

- Outstanding interpersonal, oral, and written communications skills
- Knowledge and skills in areas of higher education career advising
- Interest and ability to maximize opportunities to learn and grow
- Previous workshop and presentation experience preferred
- Ability to effectively interpret career assessments individually and in groups
- Self-directed, open to feedback, creative, motivated to develop high quality career advising skills
- Enrollment in graduate student degree program in career counseling
- 3rd year/advanced interns desired, but possible options for 2nd year/less experienced interns may exist

Internship benefits

- Stipend & great skill building experiences
- Practical experience working with a diverse student base in a university setting
- Experience working with students from a wide range of fields with varied career interests

Time commitment

- Mid-August 2016 through early June 2017 (Fall, Winter and Spring Quarters)
- 16 hours per week – most advising occurs between 10 am and 4 pm, Mondays through Fridays
- MUST be available on occasional evenings and weekends intermittently (1-2x month).

[NEW] * Apply by Tuesday, March 29 by 9:00 a.m.**

- Email resume, cover letter, and information for three references to:
Cynthia Goldberg, M.Ed., Career Adviser
UC Davis Internship and Career Center
One Shields Avenue
Davis, CA 95616
clgoldberg@udavis.edu
- **Questions?** Contact Cynthia Goldberg - 530-752-2671 - clgoldberg@ucdavis.edu