



CAREER CENTER

BERKELEY, CA 94720-4350

Career Counselor Internship 2019-2020 Academic Year

Internship Information:

The UC Berkeley Career Center sponsors a supervised internship for graduate students in counseling or related programs. This opportunity is designed to give students a comprehensive exposure to all aspects of career services as well as in-depth experience in career counseling. **The internship requires a two-semester commitment of at least 16 hours per week, beginning mid-August 2019 and ending mid-May 2020. One internship position is available.**

Internship Overview

Student Contact:

The most important aspect of this internship is the direct, one-on-one contact with students.

- Provide drop-ins and individual career, employment and graduate school counseling appointments; including needs assessment and interpretation, career decision making guidance, job search consulting, graduate school advising and goal setting
- Work with a large diverse student population including: first generation, low-income, underrepresented students, freshman, international students, transfer students; opportunity to assist in program development and outreach

Programs and Workshops:

- Assist Career Counselors with program planning and coordination
- Attend and assist with various special events and workshops based on your schedule
- Design and implement a workshop based on your interests. Deliver a variety of programs
- Design and implement a special project as determined by you and your supervisor. Opportunities also exist for: event marketing & social media, developing web-based services, writing, etc.

Professional Development:

- Attend weekly counselor meetings and participate in university professional development sessions for student services staff as schedule permits
- Meet with Career Center staff to learn more in-depth information about various roles and opportunities within career services

Supervision:

- 1 hour of formal, individual supervision weekly. Additional support provided on an on-going basis.

Internship Rewards:

- \$5,000 stipend for the academic year
- Develop marketable skills preferred by career centers and other student services departments
- Be respected and valued as an integral member of a highly skilled, career counseling team.

Qualifications:

Required: Current enrollment in a graduate degree program in counseling, education, or psychology. Completion of coursework in (1) career development theory and (2) testing and assessment, or concurrent enrollment during first semester of internship.

Strongly Preferred: Experience interpreting Strong Interest Inventory. Experience counseling and/or advising college students or working/volunteering in a higher education setting. Second year interns strongly preferred. First year interns will be considered.

To apply:

Applications sent by email are preferred. Please feel free to send resume and cover letter as MS Word or PDF attachments. Applications will be accepted on a rolling basis through May 2019 or until filled. Please send cover letter and resume to:

Andrew Green, PhD
Associate Director – Graduate Students & PhDs
UC Berkeley Career Center

2440 Bancroft Way
Berkeley, CA 94720-4350
E: aegre@berkeley.edu P: 510-642-1714