

***College of Engineering
Engineering Student Success Center
Professional Development Internship
National Science Foundation- STEM Grant***

The College of Engineering (CoE) Professional Development Intern will serve as a member of the professional development team in the Engineering Student Success Center (ESSC). He/She will assist in providing professional development preparation and education to CoE students at San Jose State University. In collaboration with the Career Center, the incumbent will assist in the research and preparation of professional development and career resource materials and programming that ensure students readiness for the marketplace and employment.

Qualifications

- Second year master's-level students preferred. First year students with proven related experience may be considered.
- Candidates must currently be working toward a graduate degree in education, student services, or student affairs, career counseling, college counseling, psychology, or a related field.
- Previous coursework or exposure to career development or advising students is a plus.
- Background in Science, Math, or Engineering is highly desired but not required. Must have an interest in working with engineering students.
- Ability to work on an inter-departmental team which includes academic advisors, faculty, staff, alumni, prospective students and their families, and campus administrators.
- Must have strong research skills and interest in developing career exploration and professional development tools targeted to engineering disciplines.
- Strong verbal/written communication and presentation skills.

Responsibilities

- Under the supervision of the CoE Professional Development and Practice Specialist and Career Center professional, the intern will assist with drop-in office hours and appointment sessions related to major and career exploration, job/internship preparation and other programs.
- Co-facilitate professional development workshops/orientations and group/ individual sessions related to choosing a specific engineering major, career exploration/job/ internship search and other relevant professional development programs.
- Support College of Engineering summer orientation sessions and meet with students and parents to answer relevant professional development questions.
- In collaboration with the Career Center, research and develop resource sheets and other materials for engineering majors.

Commitment

- This internship is a 3 semester (1 academic year) commitment, starting March 2009. Interns must be available to work Spring, Summer, and Fall semesters at 15-20 hours per week, which includes supporting new student orientation programs and outreach events. The intern will receive no less than an hour of individual supervision per week by the Professional Development and Practice Specialist.

Compensation

- Competitive hourly salary
- Access to professional development workshops and opportunities

Application Process

Please submit a cover letter and resume no later than March 20, 2009 to:

Dr. Vanessa M. Rivera, Executive Director, Engineering Student Success Center, Vanessa.Rivera@sjsu.edu