

Graduate Intern Position Overview

Primary goals and activities:

- Through observation and participation, learn the full-functioning of a dynamic university career center serving a highly diverse student population with a wide range of career development needs
- Under the supervision of a Nationally Certified and Master Career Counselor (NCC & MCC), serve as a career counselor intern in drop-in, one-on-one and group sessions with Georgia State University students and alumni
- Attend training sessions conducted by career center staff to become versed in multiple modalities and methods of career counseling
- Over a two-semester period, maintain a maximum of 20 on-site hours weekly that include individual and group supervision meetings
- Allocate a minimum of 10 individual one-on-one sessions with undergraduate/graduate students or alumni weekly
- Assess individual career development needs of students including exploring majors, careers, graduate school options, and job search strategies
- Participate in two to four hours of drop-in service each week
- Develop and facilitate outreach seminars such as Career Chats, career groups, and career specific workshops and presentations
- Administer and interpret career assessments including the Myers Briggs Type Indicator and Strong Interest Inventory
- Critique resumes, graduate school personal statements, and job correspondence

Secondary responsibilities:

- Contribute to team activities related to events such as career fairs, employer information sessions, and other special career center programs
- Assist with department outreach to academic departments, student clubs and organizations, student affairs divisions including leadership, civic engagement, residence life, and disability services
- Participate in local professional development opportunities presented by experts or state associations such as the Georgia Career Development Association or Georgia Association of Colleges and Employers

The application for this position can be found at <http://career.gsu.edu/graduate-career-counselor-internship-application/>. For additional information, contact Conquaya James, NCC & MCC, Assistant Director for Career Development at 404-413-1832 or via email at cjames22@gsu.edu.