



CAREER SERVICES

NORTH CAROLINA CENTRAL UNIVERSITY GRADUATE INTERNSHIP PROGRAM (NON-PAID)

North Carolina Central University (NCCU) Career Services proudly presents a unique opportunity for graduate students interested in counseling, social work, or higher education to participate in its Graduate Internship Program hosted by University Career Services. All applicable graduate school majors seeking an internship for credit as part of their practicum or degree requirement are welcome to apply.

At NCCU we offer students quality career programs, services and on-line resources to assist in securing meaningful work experiences. By doing your practicum with our office, you will receive individual supervision, conduct career advising sessions, facilitate workshops and develop programs for undergraduates and alumni. Graduate interns participate as members of our team and are fully integrated into the daily operation and planning of our office.

In our efforts to provide an outstanding, competitive educational internship experience, the University Career Services staff will empower interns to utilize their counseling skills and educational competencies in a technologically advanced career center with a focus on the career development of students through an array of planning services and programs. Upon acceptance, we offer a comprehensive training program. Graduate interns will be trained on the following:

- Individual Career Advising
- Resume and Cover Letter Critiques
- Mock Interviews
- Workshops and Orientations
- EagleTrak – our on-line internship, part-time and full-time job posting system
- Optimal – our online resource for resume development and mock interview exercises

In addition, graduate interns will have the opportunity to assist an administrator with coordinating one or more of the following programs:

- Career Fair
- Mock Interview Day
- On-campus Recruiting

Additionally, graduate interns will attend staff meetings and participate in weekly supervision meetings.

GRADUATE INTERN POSITION DESCRIPTION

Responsibilities:

Advise students on an individual basis regarding their career development, or internship and job search concerns. Assist students in the development of their resumes for full-time, part-time or internship positions. Assist students in identifying all Career Services resources, on-line internship and job postings, graduate school information, etc. Facilitate workshops on topics including resume writing, interviewing, graduate school, e-job hunting, networking, career exploration, etc. Facilitate mock interviews. Train students on using our on-line internship and job posting system, EagleTrak; as well as Optimal Resume. Answer questions regarding services offered, assist students on the phone and on a walk-in basis. Evaluate and compile data on the effectiveness of workshops/presentations. Create materials and resources as it pertains to career planning. Attend staff meetings, planning meetings, local conferences, and professional development seminars. Maintain all record keeping forms. Graduate Interns are trained to make referrals to the individual counseling appointment schedule when the issues presented by the client are beyond the scope of their one on one advising. Participate in weekly supervision sessions.

Qualifications:

Candidate should be enrolled in an accredited graduate degree program in Counseling, Higher Education or related program; and be in good academic standing. Interested candidates need to demonstrate leadership, written and interpersonal communication skills. Familiarity with Microsoft Office (PowerPoint, Word, Excel), Social Media (LinkedIn, Facebook, Twitter) preferred. The ideal candidate should have a genuine interest in working with college students. Candidate is required to work at least 15 hours a week.

Supervision:

If needed, supervision will be provided by Donna Hembrick, LPC.

*Please only contact her regarding supervision questions and not the application process.

Donna Hembrick, dhembrick@nccu.edu

Application Process:

If you are interested in applying to North Carolina Central University's Graduate Internship Program hosted by University Career Services, please submit cover letter and resume by February 24, 2012 to:

Shannon Morgan, M.A., NCC
Career Counselor
University Career Services
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