

JOB DESCRIPTION

TITLE:	CAREER COACH (GRADUATE INTERN)
DEPARTMENT:	CAREER CENTER
REPORTS TO:	ASSISTANT DIRECTOR
EE CLASSIFICATION:	PART-TIME
FLSA STATUS:	NON-EXEMPT
SALARY RANGE:	\$20.00 /HOUR

POSITION SUMMARY:

The Career Center assists students in assessing and defining their work-related skills, interests, experience, and values to maximize career opportunities consistent with their personal and career aspirations. The Career Center partners with students, faculty, alumni, employers, academic programs, and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community.

The Career Coach (Graduate Intern) in Career Counseling provides frontline drop-in counseling services as well as comprehensive career counseling to students/alumni utilizing the Career Center, applying basic counseling skills, techniques, and career development theory in a practical setting. In addition, the Career Coach (Graduate Intern) will train with college career specialists and assist with programming.

ESSENTIAL FUNCTIONS:

Learning Objectives & Training

As a result of this internship opportunity, the Career Coach will gain:

- Familiarity with career counseling techniques and theories, career trends, knowledge of career related resources, and experience with related ethic/legal issues.
- Hands on experience working one-on-one with a diverse student population through counseling appointments and brief drop-in sessions.
- Presentation and communication skills through the development and facilitation of workshops.
- Career related program implementation and outreach experience in collaboration with a team.
- Professional skills in resume and cover letter writing, job search skills and strategies, interview preparation, salary negotiation, graduate school preparation, and other career related topics.

Job Duties & Responsibilities

- Applies basic counseling techniques and knowledge of the career development process in identifying interventions resources, and services appropriate to the student's needs.

- Applies knowledge of career counseling resources, assessments, and strategies in working one-on-one with students making academic and career decisions, exploring options, and preparing for job searches and graduate or professional school.
- Critiques resumes, cover letters and other job search correspondence; supports students preparing for job interviews.
- Develops, presents, and co-facilitates career related workshops and presentations.
- Works and trains with College Career Specialists on various projects, assignments, and presentations.
- Becomes an expert on specific industries and colleges providing relevant career information to students.
- Maintains current information on Career Center programs, services, policies, and events.
- Provides orientation/overview of Career Center to first-time visitors.
- Refers students to other campus and community resources when assistance is needed beyond the scope of the Career Center.
- Conducts brief intake interviews to determine student's primary reason for visiting the Career Center.
- Works individually with students to develop action plans for acquiring academically related work experience.
- Assists students in evaluating their personalities, skills, values, and interests in relation to choosing majors and/or suitable work environments.
- Makes recommendations to students regarding workshops, orientations, programs, and services to enhance their efforts to achieve stated goals.
- Becomes knowledgeable of current full-time and part-time job listings, internships, cooperative education, and volunteer/community service openings in order to assist students.
- Incorporates the use of computerized career guidance systems and online resources such as Ferguson, Titan Resume Builder, Hiration, Titan Connection Jobs database, online search engines, and other career/job related internet sites.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Interest in career counseling and career development issues of college students and alumni.
- Understanding and sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic populations.
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required.
- **Must commit to the entire academic year** (Fall 2025 and Spring 2026 semesters).

EDUCATION:

- Must be a Graduate student pursuing an MS/MA in Higher Education, Student Development in Higher Education, College Counseling and Student Development, Psychology, Education, or a related degree.

PHYSICAL DEMANDS:

Lifting of up to 25lbs.; periodic bending; long-term periods of sitting; long term periods operating a computer.

APPLICATION PROCEDURE:

Your application will be considered incomplete without the submission of a

- Resume
- Cover Letter

CSU Fullerton, Auxiliary Services Corporation (ASC) is an Equal Opportunity/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (657) 278-4117.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.