



Student Services

Graduate Internship Position

Position Overview

Performs a variety of paraprofessional counseling duties such as answering routine questions at a walk-in counter, peer counseling for a program or general counseling office, or support outreach and recruitment efforts.

This position can work up to 25 hours/week traditional office hours (Monday – Friday, 9am – 5pm). Position may require occasional night and weekend shifts. The position cannot exceed 999 hours per fiscal year (July 1 – June 30).

Interns may be placed in one of the following programs based on program need and candidate interest and experience:

- College Promise
- Dream Resource Center
- EOP&S/CARE
- Family Resource Center
- General Counseling
- LGBTQIA Center
- NextUp/Guardian Scholars
- Outreach
- Rising Scholars
- Transfer Center
- Umoja
- Veterans Resource Center

Qualifications

- Current or incoming graduate student in Counseling, Social Work, or a related field.
- Knowledge and experience supporting and coaching students facing language, social, economic, and educational challenges, with demonstrated problem-solving skills to provide holistic support.
- Commitment to equity, diversity, and inclusion, with the ability to work effectively with individuals and groups from diverse backgrounds.
- Proficiency with current technologies and office software, including word processing, spreadsheets, presentations, and databases.
- Strong communication skills and the ability to work both independently and as part of a team; responsible, self-starter, and well organized.
- At least one year of related higher education or program support experience, preferably with similar student-facing programs. (Preferred)
- Experience with platforms such as ConexED, Zoom, and social media. (Preferred)
- Strong technology and presentation skills. (Preferred)

Application Process

Email a Cover Letter and Resume to kims7@lasc.edu. Eligible applicants will be contacted for a virtual interview (via Zoom).

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