



East Los Angeles College

Career & Workforce Development



OPEN POSITION:

Career & Workforce Development Graduate Intern

MISSION STATEMENT

The mission of Career and Workforce Development Center (CWDC) is to help foster the personal and professional development of students through major exploration, career guidance, and occupational pathways to expand their potential and support their pursuit for a better future.

OVERVIEW OF OFFICE

CWDC assists East Los Angeles College students with career goals, either finding a job or choosing a major. Its purpose is to help students clarify their career paths. Several career assessments and inventories are available to help with career decision-making. An abundance of resources are available, such as books on majors, occupations, scholarships, internships, universities, job search skills, interviewing skills, resumes on cover letter techniques. Career counseling appointments, workshops, and courses are available.

POSITION SUMMARY

Intern responsibilities will include the possibility of assisting students in career counseling appointments, assessment interpretations, shadowing Personal Development Career Course, facilitate workshops, and opportunities to develop, participate, and organize special projects such as workshops and job fairs.

Preference is given to candidates familiar with career assessments: Myers-Briggs Type Indicator-Form M, Strong Interest Inventory, Motivated Skills Card Sort, & the Values Card Sort and computer programs such as, College Central Network and Eureka. If there is no exposure, students will be trained. This internship will be a great place to learn about the workings of a career center as well as developing skills in career and academic counseling.

QUALIFICATIONS

- Required: Second or third year Graduate student Counseling Program.
- Recommended: Experience working in Community College system.
- Recommended: Experience working in the Career Services field.

APPOINTMENT

- 1 academic year commitment at minimum.
- 10-15 hours per week (Monday – Friday); 1 evening shift is required.
- Pending budget, position will be paid.
- Potential for assignment for be split between Main Campus and South Gate Campus.

HOW TO APPLY

Please submit a cover letter & resume to:

huangjh@elac.edu or banksd.@elac.edu

Eligible applicants will be contacted for an interview.