



### **Career Center Intern (Unpaid)**

**Description of Institution:** California State University, Dominguez Hills (CSUDH) is a mid-size campus in Carson, CA, that centrally located between the South Bay, Los Angeles, and Long Beach. Due to its location, CSUDH serves almost 80% of students are from the surrounding area. The student population is the most ethnically diverse in the CSU system, a Hispanic Serving Institution, comprised of 64% females, and returning adults seeking new career and professional opportunities.

**Description of Career Center** The Career Center at CSUDH provides career and professional development opportunities to assist students and alumni with exploration, discovery, and connections to the workplace. Students are assisted via individual career counseling appointments, use of assessment tools, workshops, programs, graduate school preparation, job search, career and professional fairs, on-campus Interviews, internship and job postings, and a wide array of website resources. For more information, please visit [www.csudh.edu/careercenter](http://www.csudh.edu/careercenter)

**Description of Internship:** The unpaid Career Center Intern will assist the Career Coaching team with resume and cover letter critiques. They will attend a mandatory training session as well are required to attend a drop-in session/day per week during the duration of the internship.

**Responsibilities:** The Intern must attend a mandatory in person training before the semester starts. After attending training, they will be granted access to Handshake to critique resumes and cover letters online. They must critique a minimum of 10 resumes/cover letters per week (totaling 2 hours in duration). Additionally, they must complete 6 hours of on-site drop-ins in person per week.

#### **Internship Requirements:**

1. Intern must have a BA/BS degree, have demonstrated interest in a career related to career counseling in higher education, and be enrolled in an accredited graduate program. Candidate **must be eligible** to receive academic credit for the internship.
2. Must commit to 6 hours per week to be completed during drop-in sessions. Drop-ins are Tuesdays, 9am-12pm or Wednesdays, 1-4pm.
3. Availability to critique a minimum of 10 resumes/cover letters per week.(2 hours per week)
4. Candidate must have quality interpersonal skills, experience in areas of student development, past experience in providing direct services to students, and ability to interact well with faculty and staff. They must also demonstrate aptitude to work well with culturally diverse populations.

**Duration of internship:** Fall 2018 semester. Start date is August 28, 2018 and applicants must commit to the full duration of internship. The internship will end December 14, 2018.

**How to Apply:** Send your resume and cover letter to Punita Patel at [ppatel@csudh.edu](mailto:ppatel@csudh.edu).  
**Deadline to apply is Friday, June 29, 2018.**

Questions or concerns? Please contact the Career Center at (310) 243-3625