

Name \_\_\_\_\_

## **Los Angeles Mission College Graduate Interns**

Los Angeles Mission College is looking to hire Graduate Interns for the 2021-2022 school year to assist in our Guided Pathways Completion Communities Initiative. Graduate Interns will be placed in one of the six Career and Academic Pathways (CAPs) within General Counseling, the LA College Promise Program, or other units:

- Arts, Media, and Performance
- Business, Law, and Public Safety
- Child, Family, and Education Studies
- Culinary Arts
- Society, Culture and Communication
- STEM, Health and Fitness

### **Job Description:**

Successful candidates will have strong listening, organizational, presentation, and research skills. The incumbents must also have initiative, motivation, and a strong desire to help students explore and discover their academic and career options. Applicants must be able to work virtually and/or in-person with frequent interruptions in a fast-paced, high-volume office. Under the supervision of the CAP counselor lead, the intern will support the counselor in monitoring, guiding, and mentoring students.

The responsibilities of the CGCA include the following:

- Communicate and provide follow up to a specified case load of students
- Refer students to appropriate services on- and off-campus
- Collect information and maintain database of students
- Provide drop-in counseling support through Cranium Café
- Create resources for students
- Co-teach Counseling classes and shadow counselors
- Assist in coordinating, developing, and facilitating program workshops and CAP-related activities
- Collaborate with Student Services and represent CAP in campus community events
- Promote services through classroom presentations and campus tabling
- Participate in weekly meetings/ and or trainings
- Take part in professional development opportunities, such as but not limited to, CSU and UC transfer conferences
- Assist office staff and counselors with scheduling appointments
- Support CAP counselor(s) to track and follow up with CAP students to encourage completion of milestones
- Monitor CAP emails and chat with students to refer as needed
- Provide students with general course and registration information
- Provide on-going communication with students to provide sense of belonging to CAP and campus (workshops, newsletters, social media)
- Other office duties as assigned

### **Requirements:**

Name \_\_\_\_\_

- Must be enrolled full-time as a graduate student in an accredited Master's degree program in counseling, rehabilitation counseling, clinical psychology, guidance counseling, educational counseling, social work (MSW) or career development, or related field
- Be available to work 20 hours per week, between the hours of 9 am – 5 pm; may include some evenings and weekends
- Be available to meet weekly with assigned counselor(s) to follow up on CAP information and students
- Must be available Friday morning for weekly group supervision meetings/ trainings
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred but not required
- Must be skilled with using MS Word, Excel, PowerPoint and other technology
- Must be able to commit for the Los Angeles Mission College 2021-2022 Academic Year
- Must be available for the week of August 2-6, 2021 for training

**Compensation:**

This is a temporary paid internship, and the position is contingent upon funding. The rate is \$20.29/hour

**Application Process:**

Interested applicants should email [panaj@lamission.edu](mailto:panaj@lamission.edu) with the following materials by **June 14, 2021**:

1. Cover Letter
2. Resume with a list of 3 references with contact information
3. Copy of Unofficial Transcripts (Official transcripts will be required if hired)
4. Summer & Fall 2021 schedule of availability (attached doc)

Interviews will take place the week of June 21<sup>st</sup>. Potential start dates vary depending on funding and area, but may begin as early as July 1, 2021.

Please direct any inquiries to  
Angela J. Pan, M.Ed.  
STEM Counselor  
Los Angeles Mission College  
[panaj@lamission.edu](mailto:panaj@lamission.edu)

**Availability Schedule**

Name\_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					