



2023-2024
Graduate Internship Position

POSITION TITLE

Career & Job Services Career Mentor

MISSION STATEMENT

The mission of Career & Job Services (CJS) 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

Career & Job Services 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 their career decision-making. The department also helps students with their professional development including: resume/cover letter development, mock interviews, and job search strategies. Events and workshops are offered throughout the year to help students with their career and professional development.

POSITION SUMMARY

Intern responsibilities include the possibility of assisting students in career counseling appointments, assessment interpretations, and opportunities to develop, participate, and organize special projects such as virtual workshops and job fairs.

Computer platforms such as a Conex ED, Zoom will be used to schedule appointments and maintain CJS social media. Other duties as assigned.

Preference given to candidates familiar with career assessments: Myers-Briggs Type Indicator-Form M, Strong Interest Inventory, and computer programs such as, and College Central Network. 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. Possible pay rate of \$20.29 per hour.

QUALIFICATIONS

- Seeking an independent worker as well as a team player, responsible, self-starter, and excellent communication skills.
- Technology & presentation skills are a plus.
- 2nd and/or 3rd year students in a graduate counseling program preferred.

Preferences

- Experience with platforms such as Conex ED, Zoom, Social Media.
- Experience working in Higher Education and/or Career Services field are a plus.

TIME REQUIREMENT

1 academic year commitment at minimum.

10-20 hours per week (Monday – Friday); 1 evening shift required. **Expected Start: Summer 2023**

APPLICATION PROCESS

Submit a Cover Letter and Resume to: Janet Huang, huangjh@laccd.edu and Edgar Mota, motae@laccd.edu by **Friday, March 24, 2023 at Noon.**

Eligible applicants will be contacted for in person interviews.