

Los Angeles City College Career Center Unclassified Paid Intern Position

Location: Los Angeles City College

The LACC Career Center is currently looking for counseling interns to start during the Summer 2023 semester. The interns will work directly under the supervision of the Career Center Counselors, and Student Services area Deans. This is a paid opportunity with an hourly rate of \$20.29 starting salary. Schedules are relatively flexible with **15-20 hours per week**. This is an **in-person position** with opportunity for close mentorship and for shadowing counseling appointments.

LACC Career Center Interns will have ample opportunity for program building, student contact, supervised academic and career counseling, and cross-campus collaborations. Candidates who are equity-minded, strong in social media/promotions, and passionate about working with diverse student populations will get strong consideration.

Candidates must be enrolled as a full-time upper division or graduate student at an accredited college or university.

Undocumented individuals with a current work-permit are eligible to apply.

Preferred Qualifications:

- Possess a strong interest in career, academic, and personal counseling.
- Familiarity with career assessment tools and resources a plus.
- Must have a strong interest in working with students from diverse ethnic and socio-economic backgrounds.
- Bilingual candidates preferred, but not required.
- Must be able to work in a fast-paced environment and exhibit strong organizational tools and habits.
- Possess excellent communication skills to conduct cross-campus collaborations for workshops, social media, and classroom presentations.
- Be able to work independently, employ strong attention to detail, and maintain organized notes/records.
- Strong technology skills preferred (MS Office, Social Media Platforms, Canva, Adobe).

Description of the Role

- Primarily serve as a peer mentor and advocate for students at Los Angeles City College.
- Provide career and academic services for LACC students including but not limited to: career readiness services (resume, interviewing, job placement), student outreach via email, telephone, text and social media platforms, promoting internship/job opportunities, and supervised career/educational counseling.
- Actively participate in Career Center projects including facilitation of career fairs, workshops, in-class presentations (virtual and in-person), career panels, and related campus events.
- Meet weekly with Career Center team to discuss and strategize plans for student success.
- Assist with facilitation of the LACC Career Center social media platforms (Instagram, TikTok, LinkedIn, YouTube et al) including content creation and promotion.
- Participate in outreach and recruitment events that showcase LACC student services and resources.

Applicants interested can email their resume, cover letter and hours of availability as soon as possible to David Turcotte (turcotdr@lacitycollege.edu) and Carolyn Darin (darincv@lacitycollege.edu).