

**LAHC****Los Angeles Harbor College****Unclassified Paid Intern (UPI) Rate: \$20.29/hour****Assignment Start Term: Fall 2023****Application Deadline: Tuesday, July 25, 2023****Program Hiring:****GENERAL COUNSELING**

General Counseling is part of the Counseling Division at Los Angeles Harbor College. General Counseling is designed to provide incoming and current LAHC students with support and guidance. They regularly schedule one to one appointments with students, as well as provide consistent drop-in advising.

Requirements:

- Must be enrolled in at least 12 upper-division units, or 9 graduate units, in counseling or a related field at an accredited four-year college or university in good standing.
- Be available to work 15-20 hours per week, Monday-Friday between the hours of 8am-7pm
- **Email Resume to all by Tuesday, July 25th (Potential start date is Monday, August 28th)**
 - Counseling Chair, Sara Rubio rubiosv@lahc.edu
 - Andres Rosales rosalea@lahc.edu
 - ***Be available to interview Monday, July 31st in-person***

Employment Limit:

- Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.

General Counseling Position Duties

1. Check-in students for drop-in and counseling appointments in-person and online
2. Provide in-reach to current students based on TCAP (Transfer Career Academic Pathway) Major
3. Closely monitor, communicate, and provide follow-up for the assigned TCAP student caseload
4. Facilitate class presentations to inform students about General Counseling and TCAP services
5. Shadow counseling appointments in order to learn best counseling practices.

6. Assist with answering phone calls, checking voicemails, emails, and Fresh Desk software
7. Develop brochures and marketing materials.
8. Assist with the organization of workshops for “TCAP” students and other related workshops.
9. Be a liaison between the student, their instructors, and the office
10. Periodically update assigned student files. Information that is updated includes: Student appointments, drop-in questions, number of student contacts (email or phone calls), student early alerts, follow-up with tutoring services, and when a schedule change occurs
11. Collaborate with LAHC’s Student Services division and represent the office in campus community events
12. Participate in staff meetings and/or trainings
13. Other office duties assigned by Counseling Chair, Counselor, or Department Secretary