



The Transfer Center at Golden West College is excited to offer paid internship opportunities to graduate students in Counseling for the Fall 2024-Spring 2025 academic year. Interns are asked to commit to one year and will be cross trained in the Transfer Center and other counseling areas.

Program Benefits

- **Weekly Professional Development Training** covering topics ranging from: Career Theories, COR/Teaching, ASSIST, IGETC/CSUGE Breadth, Counseling special populations: STEM, Nursing, Veterans, and Financial Aid. Advanced Transcript Evaluation and Case Studies. Navigating The Job Market, and Resume development are included.
- **Shadow counseling appointments** in Transfer, General Counseling, DSPS, EOPS, CalWORKs.
- **Shadow a full Counseling Course** (optional).
- **Create educational plans and lead counseling sessions** under the guidance of counselors.
- **Mentorship** with the Transfer Center Coordinator and counselors throughout the year.

Duties:

- Assist with workshops and application reviews for transfer. Schedule counseling appointments, answer student questions, and help students understand the transfer process. Create and monitor social media posts. Support the daily function of the Transfer Center as needed.

Eligibility

- Candidates must be in their second or final year of a master's program in counseling-related graduate program requiring completion of fieldwork hours. Candidates should be available for the entire year and commit to no less than 16 hours per week throughout the academic year. Please note that within the Coast District candidates can only accept one internship at a time.

Application Process

- To be considered for the Golden West College Counseling Division / Transfer Center internship, a completed application must be submitted through <https://tinyurl.com/gwcTCinternship>
 - When completing the application, indicate **"GWC Transfer Center"**.
- Online applications will require an upload of the following documents:
 - Cover letter (specify learning goals and objectives for internship)
 - Resume
 - Unofficial transcripts from current graduate program.
 - One letter of recommendation from a graduate professor indicating readiness for fieldwork.
- Application deadline: **Friday, April 5, 2024.**
 - Candidates should be available during the last week of April for a brief interview via Zoom.
- Final placement will be confirmed no later than Friday, May 24, 2024.
- For those selected, a **mandatory two-day training** will be held August 6th and 7th. Weekly hours and schedule will be assigned no later than August 26, 2023, the start of our Fall 24 semester.

Any questions should be directed to Michael Tran, Transfer Center Coordinator, at mtran401@gwc.cccd.edu.