

JOB DESCRIPTION

TITLE: GRADUATE INTERN, EMPLOYER RELATIONS
DEPARTMENT: CSU FULLERTON CAREER CENTER
REPORTS TO: INTERIM DIRECTOR/SR. ASSOCIATE DIRECTOR OF EMPLOYER RELATIONS
EE CLASSIFICATION: PART-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: \$20.00/hour

POSITION SUMMARY:

The Career Center assists students in assessing and defining their work-related skills, interests, experience and values to maximize career opportunities consistent with their personal and career aspirations. The Career Center partners with students, faculty, alumni, employers, academic programs, and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community.

The Graduate Intern for the Career Center's Employer Relations Team provides assistance in employer related programming, outreach, and research. The Graduate Intern will also work with the Interim Director/Sr. Associate Director of Employer Relations and Career Educator and Employer Relations Specialist in recruitment of employer sites and matching students for the Titan Takeover: Job Shadow Program that occurs annually during campus spring break. The Graduate Intern will also work with Career Specialists and the Interim Director/Sr. Associate Director of Employer Relations in planning and coordinating alumnus and professional guests for various career panel topics. The Graduate Intern will train with the Employer Relations team members to learn and engage in how the Career Center plans events, creates marketing and social media strategies, assists with approving employer accounts/job postings, and coordinate employer virtual campus interviews for students. Additionally, the Graduate Intern will work closely with the Interim Director/Sr. Associate Director of Employer Relations to engage employers in participating in Career Center programming for students representing various diverse backgrounds. Lastly, the GI will be trained in frontline drop-in counseling services to serve as a back-up for drive-thru services. The Graduate Intern reports to and is supervised by the Interim Director/Sr. Associate Director of Employer Relations.

Fall 2024 – Spring 2025 Academic Year: August 26, 2024 – May 16, 2025.

ESSENTIAL FUNCTIONS:**Learning Objectives & Training**

As a result of this internship opportunity, the GI will gain:

- Familiarity with career services and employer-related engagement.
- Hands-on experience working one-on-one with a diverse student population through brief drop-in sessions.

- Presentation and communication skills through the development and facilitation of employer-related workshops for both students and the employer community.
- Career-related program implementation and outreach experience in collaboration with a team.
- Professional skills in resume and cover letter writing, job search skills and strategies, interview preparation, salary negotiation, graduate school preparation, and other career-related topics.
- Integrating NACE career readiness competencies into career fair prep workshops and employer-related events/workshops.
- Engaging employers and students together via specialized and tailored workshops/events.
- The GI will receive 3 weeks paid training on these topics with 1 hour of supervision and training per week and ongoing feedback and evaluation, provided by the Interim Director | Sr. Associate Director of Employer Relations.

Job Duties & Responsibilities

- Research and identify potential employers to participate in career center and campus partner-related programming such as skill-based workshops, alumni panels, and tailored networking events, and boot camps.
- Assists with all employer and student related processes involved in the Titan Takeover: Job Shadow Program (i.e. employer recruitment/communication, student matching, student preparedness).
- Assist with approving employer account requests and job/internship postings as needed.
- Critiques resumes, cover letters and other job search correspondence; supports students preparing for job interviews.
- Develops, presents, and co-facilitates career related workshops and presentations.
- Become knowledgeable of all Career Center employer related services.
- Promote employer related events creatively using social media platforms.
- Works with College Career Specialists on various projects, assignments, and presentations related to employers as needed.
- Becomes an expert on specific industries and colleges providing relevant career information to students.
- Maintains current information on all Career Center programs, services, policies and events.
- Provides orientation/overview of Career Center to first-time employer visitors.
- Conducts brief intake interviews to determine student's primary reason for visiting the Career Center via drive-thru services.
- Makes recommendations to employers regarding services to enhance their efforts to achieve recruitment goals.
- Assist with OCI related needs such as student orientations, employer needs on day of visits, etc.

- Become knowledgeable of current full-time and part-time job listings, internships, cooperative education and volunteer/community service openings in order to assist students.
- Become an expert in utilizing Symplicity aka Titan Connection to assist employers with posting jobs/internships, inputting workshops and events, On-Campus Interview scheduling, Career Fair registrants, student resume books, email-blasts, and more.
- Coordinate and facilitate Industry Insiders, Tabling Requests, and employer led workshops as needed.
- Understand all On-Campus Interview procedures and presentations for both employers and students.
- Collaborating with campus departments on employer related events (i.e. Internship Bootcamp, Career Ready Academy).
- Become familiar with social media platforms utilized to engage employers and students.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Interest in employer relations and career development issues of first-generation college students.
- Understanding and sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic populations.
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required.
- Must be available 20 hours per week, Monday-Friday, 8:00AM – 5:00PM (as late as 8:00PM on event days); evening and weekend hours available as needed.
- **Must commit to the entire academic year** (Fall 2024 and Spring 2025 semesters).

EDUCATION:

- Graduate student pursuing a MS/MA in Higher Education, Student Development in Higher Education, College Counseling and Student Development, Psychology, Education, or a related degree or, Master's in Public Administration w/HR Concentration.

PHYSICAL DEMANDS:

Lifting of up to 25lbs.; periodic bending; long-term periods of sitting; long term periods operating a computer.

APPLICATION PROCEDURE:

Your application will be considered incomplete without the submission of a:

- Resume
- Cover Letter

CSU Fullerton, Auxiliary Services Corporation (ASC) is committed with Diversity, Equity, and Inclusion (DEI) practice. This means hiring diverse talent and ensuring employees understand and respect differences around us. ASC is an Equal Opportunity and Affirmative Action

Employer and a member of E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (657) 278-4117.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

Note: CSUF/ASC follows the direction of the CSU Policy related to COVID-19 vaccination. See [FAQ Vaccines](#) for more information.