



LONG BEACH CITY COLLEGE



CAREER CENTER

JOIN OUR TEAM!

DESCRIPTION

- **Must be currently enrolled in a Master's in counseling, educational counseling, school counseling, rehabilitation counseling, clinical psychology, Marriage and Family Therapist (MFT), or Social Work from an accredited institution.**
- **You must have at least 1 or 2 years remaining in your degree program.**
- **Enrolled as a full-time student during main terms.**

- **Commitment is for the 2024-2025 academic year. Must be available on Fridays from 9am-11am for team meetings.**
- **This position requires you to work in-person. Interns must commit to 15-20 hours/week.**

The Student Success Coach Intern at Long Beach City College's Career Center is a crucial member of our team, dedicated to fostering student success and career readiness. This paraprofessional role blends career and academic support, along with case management, to enhance students' educational journeys and future career prospects.

APPLY HERE!





Internship Description and Responsibilities

The Career Center is committed to fostering diversity, equity, and inclusion as we provide students with comprehensive services tailored to guide them through the career development and readiness journey. Our range of services encompasses support for self-awareness (including various interest, personality, values, and skills assessments), exploration of majors and careers, setting career goals, crafting resumes and cover letters, exploring internship opportunities, navigating job searches, and preparing for employment. Below are some examples of Career Center Student Success Coaches' duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists with special projects as assigned by the area lead.
- Creates and facilitates workshops and classroom presentations.
- Facilitates discussions with students based on predetermined topics and for providing referrals to appropriate programs and services based on student needs
- Leverages technology to manage a caseload of students to improve academic outcomes
- Manages a caseload of students on Starfish Early Alert to provide career support and referral assistance to the appropriate resource centers.
- Participates in weekly professional development and meetings to discuss student needs and target students.
- Creates marketing collateral and how-to guides for students.

General Assignment

The Student Success Coach Intern at Long Beach City College's Career Center is a crucial member of our team, dedicated to fostering student success and career readiness. This paraprofessional role blends career and academic support, along with case management, to enhance students' educational journeys and future career prospects. As a Student Success Coach, you will be managing a caseload of students enrolled in our Career and Technical Education (CTE) programs. Your responsibilities will include promoting Career Center events, workshops, and career counseling appointments, ensuring that students are well-informed and engaged with the resources available to them.

In addition to these duties, you will play a vital role in the day-to-day operations of the Career Center. Creating a welcoming and supportive environment for students and the broader community is a key aspect of this position. You will support in increasing the Career Center's visibility and engagement across campus by participating in campus-wide events such as Viking H.S. Preview Day CTE Resource Fair, and LBCC GradFest. These events provide opportunities to connect with students and showcase the services offered by the Career Center.

You will also be involved in supporting matriculation events like Viking Summer Voyage and Career and Technical Education Registration Labs. These events are critical in helping new and returning students navigate their educational pathways and access the support they need for academic and career success.

A significant component of your role will be collaborating with the Career Center Team to plan and facilitate workshops and presentations. These sessions cover a range of topics aimed at enhancing students' career readiness and professional development. Past presentations have included "LinkedIn to Your Personal Branding," "Top 10 Marketable Skills for the Workplace and College," "Resume Creation," and "Network to Your Success." Through these workshops, students will build vital skills and gain the confidence they need to succeed in their professional endeavors.



Learning Outcomes

- The internship broadens a intern's advising experiences and knowledge of the career development process, career fields, and industries.
- The internship will allow interns to set goals within the LBCC Career Center and be matched with various projects/assignments that align with their goals.
- The internship will strengthen the intern's knowledge on the different career related resources offered to students.
- The internship will enhance the intern's professional development through various training modules.

Eligible Applicants

For candidates looking to go the Counseling Route, you must be currently enrolled in a Master's in counseling, educational counseling, rehabilitation counseling, clinical psychology, Marriage and Family Therapist (MFT), or Social Work from an accredited institution.

- You must have at least 1 or 2 years remaining in your degree program
- Enrolled as a full-time student during main terms (Fall and Spring with a cumulative GPA of 3.0 or higher)
- Evidence of demonstrated cultural competency and enthusiasm in serving the diverse academic, socioeconomic, gender identity, sexual orientation, racial, and cultural backgrounds of community college student populations, including students with differing abilities (physical and/or learning), as these factors relate to the need for equity minded. Previous attendance in a community college is highly desired.

Availability

Commitment is for the 2024-2025 academic year. Must be available on Friday's from 9am-11am for team meetings. This position requires you to work in-person. Interns must commit to 15-20 hours/week.

Compensation

Student Success Coach Interns will be compensated \$20/hr.

To Apply

To apply please visit

<https://www.schooljobs.com/careers/lbcc/jobs/3646304/student-success-coach-intern>

Long Beach City College will only consider complete applications for employment. All application materials must be electronically submitted and uploaded by the applicant by the application deadline.

A complete application includes:

A Long Beach Community College District Online Application.

A current resume or curriculum vitae.

Questions?

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