

Dream Resource Center Unclassified Paid Intern Position

Location: Los Angeles City College

The LACC Dream Resource Center (DRC) is currently looking for counseling interns/success coaches to start right away! The coaches work directly under the supervision of the DRC that of the DRC Counselor/Coordinator, and Student Services Specialist. This is a paid opportunity with an **hourly rate of \$20.29**. Schedules are **20 hours per week**. This is an **in-person position** with regular student contact and opportunity for close mentorship and for shadowing counseling appointments.

Interested individuals **must be enrolled full-time in upper-division courses at a Counseling graduate program**. Additionally, the candidate must be and maintain good academic standing to be eligible for employment. You can find this opportunity under HR 340 as Unclassified Paid Intern.

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

Preferred qualifications:

- Must enjoy working with students and be sensitive to the needs of the immigrant student population.
- Bilingual (English/Spanish); (English/Korean); (English/Russian)
- Be able to work in a fast-paced environment and exhibit flexibility with being assigned different tasks
- Possess excellent writing to communicate eloquently with students on a daily basis
- Posses excellent communication skills to conduct presentations at group orientations and other activities
- Be able to work independently, employ strong attention to detail and maintain organized notes/records.
- Strong Word Processing skills preferred
- Flexibility to work some weekends (i.e.: Enrollment fairs on Saturdays before the start of the Fall/Spring semesters)

Description of the role:

- Primarily serve as a peer mentor for undocumented students at LACC
- Manage a caseload of between 80- 100 LACC undocumented students which includes: reaching out to students via email, telephone, text (using Google voice) and/or social media about upcoming programs, scholarship opportunities and much more.
- Participate in projects related to undocumented students such as Undocu-transfer series, Undocu-Welcome Orientations, Group Counseling "Undocu- Chats", among others
- Meet weekly with DRC team to review case-studies and discuss student scenarios ensuring support for undocumented students.
- Work under the direct supervision of the Dream Resource Center Counselor/Coordinator and DRC Specialist.
- Collaborate with the LACC DRC team, LACC IDEAS student club, CARECEN legal fellow, and other campus organizations on events and workshops for students
- Participate in outreach/recruitment at events that showcase student services and resources

Applicants interested can email their resume, cover letter and hours of availability as soon as possible to Carolina Yernazian vernazc@laccd.edu and Jasmine Zavala zavalji@laccd.edu