



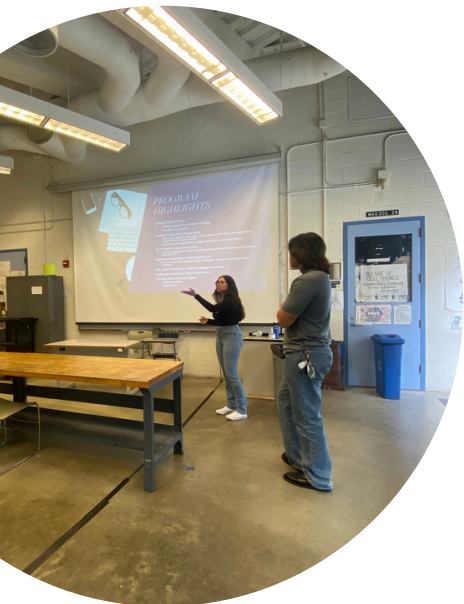
Now Hiring Unclassified Paid Interns

POSITION START DATE

Begins immediately and extends through 2024-2025 academic year

JOB DUTIES

- Provide program information and registration assistance via Zoom, phone, email, and in-person
- Help students access remote learning, including downloading and navigating Canvas, Zoom, and student email, and set up tutoring and counseling appointments
- Administer CASAS intake and assessments, and coordinate CASAS pre and post-tests
- Serve as a liaison to adult schools, K-12 schools, and community organizations to support student enrollment and success
- Act as a liaison between students, instructors, and administration
- Participate in weekly staff meetings, training, and professional development
- Conduct class visits on-campus and at off-site locations for student services
- Assist in proctoring and coordinating GED exams
- Participate in campus and community events
- Perform other office duties as assigned



MINIMUM REQUIREMENTS

- Enrolled as a full-time upper division or full-time graduate student in counseling or a related field at an accredited four-year college or university for the duration of employment
- In good academic standing

APPLY NOW



Questions?

Iliana Limas, Counselor, Limasig@wlac.edu
9000 Overland Avenue, Culver City, CA 90230 www.wlac.edu