



Unclassified Paid Intern - UPI

Fall 2024 Announcement

Rate: \$20.29/hour

Deadline: Friday, August 30th if selected, interviews will be

Thursday, September 12th on campus.

Requirements:

- Must be enrolled in at least 12 upper-division units, or 9 graduate units, in counseling or a related field at an accredited four-year college and university in good standing.
- Be available to work 15-20 hours per week, Monday-Friday between the hours of 8am-7pm (Flexible with school hours).
- **Email resume and availability by Friday, August 30th**
 - Joanna Alvarado, Puente Counselor, Instructor & Co-Coordinator
 - alvaraj4@lahc.edu

Employment Limit:

- Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.

Position Duties

- Shadow counseling appointments in order to learn best counseling practices
- Assist students with their online university applications for admission
- Meet, greet, and assist in group and one-on-one students in the Puente Project
- Develop brochures/flyers and marketing materials.
- Assist with the maintenance of social media platforms.
- Provide assistance to students via our virtual platform (chat availability)
- Register students for university field trips and other related event on campus
- Assist with the organization of workshops for “undecided” students and other transfer workshops.
- Assist instructor in teaching and facilitating sessions for Counseling courses
- Closely monitor, communicate, and provide follow-up for the assigned student caseload
- Be a liaison between the student, their instructors, and the transfer center

- Periodically update assigned student files. Information that is updated includes: Student appointments, drop-in questions, number of student contacts (email or phone calls), student early alerts, follow-up with tutoring services, and when a schedule change occurs.
- Assist in identifying and recruiting mentors for the Puente Project.
- Assist in coordinating, developing, and facilitating workshops and information sessions.
- Collaborate with LAHC's Student Services division and represent the office in campus community events.
- Assist coordinator in field trips and other events.
- Participate in staff meetings, trainings, events, activities, and field trips.
- Other duties as assigned by either the Student Services Dean and/or Program Coordinator.

Preferred Qualifications:

- Bilingual
- Must enjoy working with students and be sensitive to the needs of diverse student populations.
- Strong writing skills
- Independent and creative worker
- Possess excellent communication skills including public speaking and interpersonal skills
- Word Processing Skills Preferred
- Social Media Savvy

Program hiring:



The Puente Project is an academic, counseling, and mentoring program of support for students to build the skills necessary for success in both academic and career goals while in community college. Students enrolled in the Puente program work closely with their Counselor, English Instructor and Mentor to prepare them for transfer to four-year universities.

More information be found here:

- <https://www.thepuenteproject.org/>
- lahc.edu/puente
- https://www.instagram.com/puente_lahc/