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Los Angeles Mission College Graduate Interns

Los Angeles Mission College is looking to hire Graduate Interns for the 2024-2025 school year. Graduate Interns will be placed in one of the six Career and Academic Pathways (CAPs) within General Counseling, Disabled Students Programs & Services, Career Center, College-Re-Entry Hub or other units.

Job Description:

Successful candidates will have strong listening, organizational, presentation, and research skills. The incumbents must also have initiative, motivation, and a strong desire to help students explore and discover their academic and career options. Applicants must be able to work in-person with frequent interruptions in a fast-paced, high-volume office. Under the supervision of the counselor, the responsibilities of the Graduate Interns include the following:

- Communicate and provide follow up to a specified case load of students
- Refer students to appropriate services on- and off-campus
- Collect information and maintain database of students
- Provide drop-in counseling support through Cranium Café
- Create resources for students
- Assist in coordinating, developing, and facilitating program workshops and activities
- Collaborate with Student Services and represent their area in campus community events
- Promote services through classroom presentations and campus tabling
- Participate in weekly meetings/ and or trainings
- Take part in professional development opportunities, such as but not limited to, CSU and UC transfer conferences
- Assist office staff and counselors with scheduling appointments
- Monitor emails and chat with students to refer as needed
- Provide students with general course and registration information
- Other office duties as assigned

Requirements:

- Must enrolled full-time as a graduate student in an accredited Master's degree program in counseling, rehabilitation counseling, clinical psychology, guidance counseling, educational counseling, social work (MSW) or career development, or related field **OR** any accredited bachelor's degree program
- Be available to work up to 18 hours per week, between the hours of 9 am – 5 pm; may include some evenings and weekends
- Must be available for monthly intern training
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred but not required
- Must be skilled with using MS Word, Excel, PowerPoint and other technology
- Must be able to commit for the Los Angeles Mission College 2024-2025 Academic Year, with the potential to extend through the next academic year

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Compensation:

This is a temporary paid internship, and the position is contingent upon funding. The rate is \$20.29/hour

Application Process:

Interested applicants should email panaj@lamission.edu with the following materials ASAP:

1. Cover Letter
2. Resume with a list of 3 references with contact information
3. Copy of Unofficial Transcripts (Official transcripts will be required if hired)
4. Summer/ Fall 2024 schedule of availability (attached doc)

Please direct any inquiries to
Angela J. Pan, M.Ed.
Vice Chair, Counseling Department
Los Angeles Mission College
panaj@lamission.edu

Name _____

Availability Schedule

Please indicate your availability in the chart below:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					