Type of Position:
Summer Internship: May 14 - August 2, 2019
Approximately 20-25 hours weekly from 8-10 am and/or 12 pm - 5 pm, Monday - Friday

Description:
The Career Center (TCC) is seeking two (2) energetic and customer oriented undergraduate summer interns. The internship focuses on providing direct contact to thousands of incoming students and parents while working alongside TCC staff in designing and creating best outreach methods for current students. The interns will have the ability to work on both small and large projects as well as receive ongoing personalized, professional development help from TCC staff. These positions require strong organizational skills and the ability to work in an environment that can be collaborative, as well as independent at times.

Duties & Responsibilities:

Teamwork & Collaboration
• Interns will work in partnership to complete tasks assigned by The Career Center staff

Critical Thinking & Problem Solving
• Assist students by providing one-on-one resume, cover letter, and LinkedIn profile reviews

Work Ethic
• Present The Career Center’s services and resources to all incoming students and parents during the Summer Orientation Resource Fair
• Meet regularly with supervising Assistant Director of Academic & Campus Outreach

Written & Oral Communication
• Provide customer service to visitors of The Career Center as the primary point of contact through telephone, email, and face to face interactions
• Facilitate presentations focusing on various career development topics, as requested by the campus community

Technology
• Design and develop innovative methods to reach students
• Utilization of Microsoft Word, Excel, and PowerPoint as well as Google web-based software

Qualifications:
• Strong organizational skills and the ability to work in an environment that can be collaborative, as well as independent at times
• Currently enrolled undergraduate student
• Must be able to dedicate 20-25 hours per week between the hours of 8am-5pm, Monday-Friday, with the possibility of occasional weekend commitments
• Must be in good academic standing and uphold university student code of conduct

Compensation:
$8.75 hourly

Application Procedure:
Application deadline is Monday, April 1st, 2019 at 5:00 pm
Interested candidates will need to email, in one file/document, a resume, cover letter, and a brief 250 word writing sample on "How does this position fit into your personal and professional goals?" to:

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