GENERAL JOB DESCRIPTION

Center for Career Development (CCD) Interns are students employed as paraprofessionals who fulfill various roles in order to support the programming and counseling services offered to UConn students. Career Interns (CI’s) undergo extensive training in preparation to perform the following responsibilities:

- Critique résumés for undergraduate students.
- Present to student groups, organizations, and classes on career-related topics.
- Participate in weekly intern staff meetings and trainings during each academic semester.
- Work with full-time, graduate student and other student staff members on assignments and projects. Further information regarding these projects and assignments is listed on page 2.
- Disseminate accurate information to students regarding services, resources, and programs offered by CCD.

A Career Intern holds a prestigious leadership and employment position that requires significant time, training, and dedication. A mandatory full-week of training takes place the week before classes begin each fall. Additional trainings will take place during winter break and throughout the year. Intern training includes but is not limited to: résumé writing, presentation skills, interviewing, job search strategies, underrepresented student populations, departmental resources, and other relevant peer education and career development topics.

TERMS OF EMPLOYMENT & EXPECTATIONS

- Be a University of Connecticut undergraduate student with a minimum 2.75 GPA who will have completed at least 24 credit hours by the end of spring 2015.
- Be able to work 10-15 hours per week during the Fall 2015 and Spring 2016 semesters. Included in these hours is a weekly staff meeting and up to 3-4 presentations per week and night/weekend events as needed.
- Understand that work schedule will be determined by the Program Manager based on class schedule and other significant commitments.
- Be able to commit to two semesters of employment (cannot be applying for study abroad in spring 2016) in the first year on the job; if student wants to continue past one year, there is flexibility for a semester abroad experience.
- Must be available for training the week of August 24, 2015 prior to Fall 2015 classes and a one-day training on January 18, 2016, prior to classes starting in Spring 2016.
- Due to training conflicts, students cannot be an intern and simultaneously hold any of the following campus leadership positions: Resident Assistant, First Year Experience Mentor, Community Outreach Coordinator, or any other position that would prevent an individual from being able to participate in fall or spring semester training.
- Responsive to occasional email/phone communication during non-working hours, including semester breaks.
- Starting pay for Fall 2015 will be $12.00/hour.

MINIMUM QUALIFICATIONS

- Demonstrate excellent oral, written, interpersonal communication, and public-speaking skills.
- Exhibit self-confidence, especially in the ability to educate and assist others.
- Must have the ability to work collaboratively and cooperatively with a team of peers and professionals.
- Be able to work independently and take initiative.
- Be adaptable and flexible for priorities and projects that may change within the Center.
- Demonstrate attributes of a positive role model by displaying enthusiasm and maintaining a positive attitude.
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations.
- Maintain a high level of professionalism, which includes adhering to a dress code.
- Adhere to all the policies and regulations of the Center for Career Development and the University.
- Demonstrate punctuality and actively participate in training, meetings, and presentations on a consistent basis.
AVAILABLE POSITIONS (project areas are subject to change; core responsibilities of internship will not change)

Below are brief job descriptions of the various project areas in which interns may work during the 2015-2016 academic year. Please familiarize yourself with these positions and consider which projects you have an interest in.

1. **Outreach & Programming (O&P)**

*Job Description:* Assists with collaborations between the CCD and various university departments and programs such as: First Year Programs, Senior Transition and Engagement Programs, the Office of Fraternity and Sorority Life, the Honors Program, and cultural centers. Responsibilities include but are not limited to: creating and facilitating presentations and workshops on career-related topics, writing submissions for other department newsletters on CCD resources and events, writing blogs for the CCD website, organizing and scheduling presentations which include packing of presentation bags and tracking of presentation attendance, and working closely with O&P staff to complete necessary tasks to maintain partnerships.

*Skills Desired:* Minimum qualifications plus excellent public speaking, organizational, and time-management skills.

2. **Careers for the Common Good (CCG)**

*Job Description:* Work closely with the Center for Career Development, Human Rights Institute and Community Outreach to coordinate events and resources for Careers for the Common Good programming. Develop relationships and outreach with CCG related organizations on- and off-campus, identifying new opportunities and resources for students; update the CCG website with applicable information. Aid in the planning, preparation and day-of activities for the annual Careers for the Common Good Fair. Promote CCG events and related offerings through marketing and social media outlets.

*Skills Desired:* Minimum qualifications plus public speaking skills, proactive work ethic, and ability to summarize and synthesize information. Excellent social media skills are preferred.

3. **Internships & Co-ops**

*Job Description:* Leads internship-related presentations, involved with selecting the UConn Intern of the Year, and conducts research on internship & co-op news. In addition, the intern will assist full-time staff with department wide Experiential Learning programs such as Career Connections and Career Fairs.

*Skills Desired:* Minimum qualifications plus prior public speaking experience, teamwork ability, organized, and strong written communication skills; prior administrative experience (minimal data entry and comfort using the telephone for business related calls); Strongly Preferred - prior internship experience.

4. **Practice Interview**

*Job Description:* Conducts up to four practice interviews per week. The intern will be trained extensively on interviewing techniques, including being able to answer questions on interview trends and styles. In addition to weekly staff meetings, the Practice Interview Team meets each week to discuss specific interviewing situations, receives ongoing training, and performs administrative tasks such as updating forms, guides, and marketing materials. The intern will also make additional presentations to student groups on interviewing techniques.

*Skills Desired:* Minimum qualifications plus excellent public speaking skills, ability to give constructive feedback, and ability to summarize and synthesize information.

5. **Graduate School**

*Job Description:* Assists with projects that directly impact programs and services provided to graduate students and postdoc scholars. Responsibilities include but are not limited to; creating and facilitating web and social media content including blogs, tweets, and student success stories, departmental inventories to understand needs, and overall working closely with Program Manager to complete necessary tasks that emerge with annual initiatives.

*Skills Desired:* Minimum qualifications plus excellent writing, Excel, and organizational skills.
APPLICATION PROCEDURES & CHECKLIST
Application deadline: **Friday, March 13, 2015, 5 p.m.** Only fully completed applications will be considered.

- Get your résumé critiqued at the Center for Career Development (CCD) in Wilbur Cross, Room 202
- Apply through Student Employment (Ref# 6701, Class III - Student Peer Counseling Specialist – 352)
- Complete the application materials and submit to the Front Desk in the CCD, Wilbur Cross, Room 202:
  - Page 3 of application form below (keep pages 1 & 2 for your records)
  - Revised Résumé
  - Essay Questions with answers typed on a separate page

First Name: ___________________________ Last Name: ___________________________

1. **Do you know anyone who works in the Center for Career Development?**

   If so, who? __________________________________________

2. **If someone recommended this position to you or referred you as a candidate, please indicate that individual below.** This person will not serve as your official reference unless noted below.

   I was referred by: ______________________________________

3. **What Intern positions are you interested in being considered for? Please check all that apply.**

   - [ ] Outreach & Programming
   - [ ] Internships & Co-ops
   - [ ] Graduate School
   - [ ] Practice Interview
   - [ ] Careers for the Common Good

**QUESTIONS**

Type your answers to the following questions on a separate page. Answer the questions as thoroughly as possible and put your name on each page. Suggested limit: 400 words per question. Applicants must answer all questions.

1. Why are you interested in becoming an intern at the Center for Career Development?

2. What skills/qualifications do you have that will contribute to the Career Internship Program and the Center for Career Development? What sets you apart from other applicants?

3. What on- and off-campus activities, volunteer experiences, and other jobs do you anticipate being involved in next year? How will you balance these commitments with academics and your internship position at the CCD?

4. What do you think will be your biggest challenge if hired as a Career Intern?

**REFERENCES**

Please list the name, position title, and relevant contact information of two people (professor, employer, or advisor) who will serve as references for you. These people should be able to speak to your work ethic.

Reference #1 Name: __________________________________________________________

Position/Organization: ___________________________________________ Relationship to You: ___________________________

Phone Number: __________________________ Email Address: __________________________

Reference #2 Name: __________________________________________________________

Position/Organization: ___________________________________________ Relationship to You: ___________________________

Phone Number: __________________________ Email Address: __________________________

Please **sign and date below** verifying that all information in your application materials is factual and accurate:

__________ [Signature] ________________ [Date]