



Leadership in Higher Education

Career Services Intern

Department: Career Services

Title of Internship: Career Services Intern

Career Services Internship Description

Position Description:

As an integral member of the Career Services team, the Career Services Intern will have a focus of responsibilities based on her/his knowledge, skills, and experiences.

Potential focus areas include:

- **Career advising:** Guide students through the career development process in order to facilitate a successful transition from college to career. This advising process could be facilitated through individualized career advising appointments, express/walk-in advising, group advising, etc. The intern would shadow career advisors to develop necessary knowledge and skills prior to beginning advising responsibilities.
- **Event management:** Assist with the planning and implementation of Career Services events such as the annual Career & Internship Expo, Fall/Spring Career Week, etc. Planning includes logistics (e.g. room reservations, food ordering, table set-up, etc.), registration process, volunteer coordination, post-event evaluation, and more.
- **Program delivery:** Facilitate Resume Writing Clinics, Exploring Internships Workshop and other specialized career development programming, as part of a staff rotation.
- **Technology:** Update, maintain, and manage resources and services provided via technology (e.g. BlackBoard site, Facebook page, LinkedIn group, Blog, Twitter, etc.).
- **Research, data collection and analysis, and benchmarking:** Provide information for use in assessing existing programs and services and creating new ones. Information can be prepared for internal use within Career Services or for external use for a broader constituent base (e.g. annual post-graduation survey, program evaluations, etc.).
- **Marketing and publications:** Assist with the development of promotion plans for services and events as well as marketing materials for target audiences (e.g. advertising in the Campus newspaper- The Exponent, student brochures, flyers, etc.).

Major Internship Responsibilities:

Every student at Baldwin-Wallace College has a unique plan for their college career and where they hope the future will take them. B-W Career Services is available to assist each student to develop, implement, and refine that plan. Career Services is a comprehensive office that combines one-on-one career advising, group programs, and web-based technologies to equip B-

W students with the necessary skills and tools to independently manage their careers from freshmen year to graduation and throughout their lives. Services include:

Career advising and assessment for:

- self-discovery;
- academic major selection;
- career exploration;

Job Search Skill development including teaching students:

- how to build a resume and write a cover letter;
- professional networking and job search techniques;
- tools to help ace an interview;
- techniques to obtain internships, hone skills, and build career preparation;

Making connections with alumni for:

- mentoring;
- job-shadowing;
- career advice;
- networking;
- informational interviews;

Making connections with employers for internships and jobs through:

- the annual Career and Internship Expo;
- the Northeast Ohio Teacher Education Day job fair;
- Employer Meet & Greets;
- the B-W Career Network;
- the On Campus Recruiting Program;

Making connections with graduate schools through:

- entrance exam preparation workshops;
- the graduate school fair.

Preferred Background or Skills:

1. Knowledge of career development theory and process
2. Experience creating and facilitating workshops or programs
3. Excellent oral and written communication skills
4. Exceptional customer service skills
5. Experience collecting and analyzing data
6. Skill in multi-tasking and managing projects. Advanced computer skills and willingness to learn new technology

Special Considerations:

None

Special Hours:

Schedule will vary based on programming or special events and may include some evening/weekend hours.

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Possible travel, locally, to attend meetings or conferences.