

### About the Role

The Career Consultant Practicum Internship serves a critical function in providing career consulting services that support students in achieving their career development goals. This position also interacts directly with employers for career programming and special events. The role offers a flexible work arrangement as a hybrid position, and has the unique opportunity to positively impact student success. Work with an incredible team that's student and staff-centered!

### Duties

1. Individual career consultations with diverse students related to major and career exploration, career assessment, resume review, internship planning, job searching, interview prep, and graduate school planning.
2. Co-teaching one career development course each semester.
3. Inclusion in meetings, staff training and professional growth opportunities, with an emphasis on multicultural competency development.
4. Opportunities to access campus-wide training and development opportunities.
5. Special projects based on your interests, created in collaboration with your supervisor.

### Qualifications

#### Required

- Pursuing or completed a Master's degree in counseling, higher education, human resources or related field.
- Proven ability to work effectively with people from different backgrounds and cultures.

#### Preferred

- Counseling coursework completed or in-progress, or previous counseling experience.
- Professional goals related to career development.
- Strong track record of successfully initiating projects and professional development.
- Experience with job search skills, career development, teaching, advising, student development, even if the experience was informal.

Are you excited about this role and meet the required qualifications, but your past experience does not align perfectly with every preferred qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If this is you, we strongly encourage you to apply because you just may be the right candidate for this role.

### About Career & Internship Services (CIS)

- CIS provides career services to diverse degree seeking undergraduate and graduate students from the College of Continuing and Professional Studies (CCAPS), the College of Design (CDes), and the College of Food, Agricultural and Natural Resource Sciences (CFANS).
- CIS offers a supportive, developmental, positive and team-focused atmosphere.
- Past interns have gone on to secure positions in their chosen field, including career development, academic advising, student services, teaching and human resources.
- Learn more about Career & Internship Services at [careerhelp.umn.edu](https://careerhelp.umn.edu)

### Logistics of the Role

- \$10,000 total stipend for the academic year, paid bi-weekly.
- Around 20 hours each week. Occasional evening and weekend opportunities available.
- Flexible work and hour arrangements; hybrid service modality.
- Thorough training, supervision, and support will be provided by our dynamic 8 person team.
- This position reports to the Associate Director of Student Career Development.
- Note: the office does not provide LP/LPC supervision.
- 1 Career Consulting Practicum Intern will be selected for the academic year 2025-2026.

### How to Apply

- A complete application will include a resume and a cover letter.
- Applications accepted via email, to Liz Hruska at [hkus0010@umn.edu](mailto:hkus0010@umn.edu).
- Questions? Contact Liz Hruska at [hkus0010@umn.edu](mailto:hkus0010@umn.edu).
- Applications will be reviewed immediately and interviews will be conducted on a rolling basis.
- Priority application deadline is 4:30pm Monday, March 3rd, 2025. Position is open until filled.