

*Career Services*

# GRADUATE INTERN

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## *Position Overview*

The Graduate Intern plays a key role in helping CSE Career Services accomplish its mission of providing career development education and resources to CSE undergraduates, graduate students, and alumni in order to help them achieve professional success. Once trained, the Intern will provide individual career counseling and outreach presentations to students on a variety of topics including resume/cover letter writing, interview practice, job and internship search and networking. The Intern will be an integral part of the CSE Career Services team.

## *Responsibilities*

### **65% Career Counseling**

- Conduct one-on-one career counseling appointments and drop-ins for CSE students and alumni.

### **15% Outreach**

- Design and facilitate career-related presentations and workshops for CSE students.

### **10% Career Services Programming**

- Assist Career Services staff with the planning, marketing and execution of Career Services programming and special events.

### **10% Additional Responsibilities**

- Potential to teach CSE 1001: First Year Experience course. Hold office hours and supervise an undergraduate teaching assistant.
- Conduct research for student resources containing relevant career, job and internship information.
- Collaborate with academic advising, collegiate life, and academic departments on career development initiatives.
- Research market and job trends; keep abreast of most current information relevant to preparing science and engineering students for the world of work.
- Represent CSE Career Services at College and University-wide events.
- Attend career services, counselor, and student services all-staff meetings.
- Other duties which support the goals and mission of CSE Student Services.

## *Qualifications*

- Currently enrolled in a graduate program in counseling, student personnel, psychology, higher education or a related field and a preference for completion of at least one year of graduate studies by the start of the internship. A B.A. or B.S degree is required.
- Desire to focus on career counseling in a higher education setting.
- Ability to speak publicly and conduct group presentations.
- Excellent written and oral communication skills.
- Proven commitment to equity, diversity, and inclusion and a passion for supporting the career development and success of all students.
- Demonstrated ability to work independently, as well as collaboratively.

## Logistics

- The position begins in late August 2024 prior to the school year beginning (start date is negotiable) and continues through May 2025. The intern should expect to work between 15-20 hours per week, or as required by their graduate school program.
- Interns will begin with the observation of appointments and workshops, proceed to supervised sessions, and then independent sessions.
- Supervision will be provided on a weekly basis by one of the professional master's level career counselors on-site. Supervision by a licensed practitioner (LPC, LPCC, Psychologist, etc.) will not be available.
- Approximately \$10,000 total, paid either hourly or via stipend.

## About the Department

College of Science and Engineering Student Services provides future and current undergraduate students holistic support to promote student success, meaningful engagement, and personal and professional development. With diversity, equity, inclusion, and social justice in the forefront of all services, programs, and initiatives, we continuously strive to create access to opportunities, enhance inclusive environments, and identify and remove barriers for students. CSE Student Services is made up of more than 30 staff employees within the following units: Academic Advising, Career Services, Student Engagement, DEI, Women in Science and Engineering (WISE), International Programs, Youth Programs, Recruitment and Admissions, and Undergraduate Scholarships; and is led by the Associate Dean for Undergraduate Programs.

CSE Career Services provides comprehensive career services to approximately 6000 undergraduate students in 20 different majors, as well as graduate students and recent alumni. CSE Career Services is committed to providing innovative services and resources for diverse populations of students, alumni, and employers that prepare CSE graduates for the competitive job market.

## To Apply

- Priority application deadline is Monday, February 19, 2024 at 4:30pm. Early applications are encouraged. Interviews will be conducted on a rolling basis until position is filled.
- A complete application will include a resume, cover letter and the names, titles, email address and phone numbers of 3 people who can provide professional references.
- In your cover letter, please identify why you are interested in a career services internship with the College of Science and Engineering
- Applications accepted via email to Kristen Murphy at [murph094@umn.edu](mailto:murph094@umn.edu).

