

**Position Title:** Career Services Intern

**Location:** Learning Resource Center; LRC 154

**Duration:** Fall (Sept – Dec); Spring (Jan – May); Summer (June – Aug)

**Hours per week:** 20-25

**Overview:** The NHCC Career Services Graduate Intern will play a pivotal role in providing comprehensive career development services and resources to students and faculty. This internship offers a unique opportunity to assist students in exploring their interests, gaining valuable workplace experience, and preparing for successful job searches. The Intern will contribute to various projects and initiatives while actively participating in industry-specific events to enhance the career readiness of our NHCC community.

**Key responsibilities, under Director's supervision, may include:**

- 1. Major/Career Guidance:**
  - Provide personalized guidance to students in exploring potential majors and career paths based on their interests, skills, and values through 1:1 reviews of FOCUS 2 assessment results.
- 2. Occupation Exploration:**
  - Help students research and explore different occupations and industries to gain insight into job opportunities, job market trends, and potential career paths.
  - Provide resources and guidance on how to gather information about specific occupations, including job responsibilities, required qualifications, and salary range.
- 3. Preparation for Informational Interviews and Networking Opportunities:**
  - Support students in preparing for informational interviews with professionals in their fields of interest.
  - Offer strategies on how to expand their professional connections through networking.
- 4. Internships, Volunteer, and Employment Assistance:**
  - Assist students with Handshake and other platforms to identify and apply for internship, volunteer, and employment opportunities relevant to their career goals and interests.
  - Provide guidance on resume writing, cover letter customization, and application strategies to secure internships, volunteer positions, or entry-level jobs.
- 5. Resume and Cover Letter Reviews:**
  - Conduct individualized sessions to review and critique resumes and cover letters, offering feedback on content, formatting, and overall presentation.
  - Assist students in tailoring their application materials to specific industries, positions, or organizations to effectively showcase their qualifications and experiences.
- 6. Interview Preparation/Tips:**
  - Prepare students for interviews by conducting mock interviews, providing constructive feedback, and offering tips on how to present themselves professionally and confidently.
  - Share strategies for answering common interview questions, highlighting relevant skills and experiences, and demonstrating a genuine interest in the position and organization.

## **Engaging students, changing lives**

North Hennepin Community College

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Equal Opportunity Educator and Employer. To receive this information in an alternate format, call 763.493.0555 (voice) or via the Minnesota Relay at 1.800.627.3529.

### Qualifications:

- Currently pursuing a graduate or undergraduate degree in a field related to career development, counseling, higher education, or a related discipline.
- Strong interpersonal skills and the ability to establish rapport with students, faculty, and employers.
- Excellent written and verbal communication skills, with the ability to convey information clearly and effectively.
- Demonstrated interest in career development, student affairs, or related fields, with a passion for helping others achieve their professional goals.
- Previous experience in career services, counseling, recruitment, or related areas is desirable, but not required.
- Proficiency in Microsoft Office Suite and familiarity with career development resources and online job search platforms.

This internship offers a valuable opportunity to gain hands-on experience in career services and professional development while making a meaningful impact on the success and well-being of students and faculty. If you are committed to helping others explore their potential, gain valuable experience, and achieve their career aspirations, we encourage you to apply for this rewarding internship opportunity.

*Created, May 2024*