Career Counseling Intern
Job Description

Position Summary
Under the supervision of a licensed Psychologist or Mental Health Counselor in the state of Indiana, the Career Counseling Intern provides career counseling services to students/alumni utilizing the Career Center.

Application Procedures

- Brief (one page) statement of interest in the Purdue University Calumet Career Counseling Internship Program
- A recent transcript including course work in career theory, testing, and counseling skills (may be unofficial)
- Description of previous experience with the following: counseling, workshops, and career test/assessment interpretation (coursework acceptable).
- Résumé

Requirements

- Graduate status in a Counselor Education Department, Career Counseling, Clinical, or Vocational Rehabilitation Counseling Specialization: within a CACREP accredited program or an APA accredited program within a Regional Accreditation for Higher Education.
- Completed Career Counseling and Assessment/Measurement coursework in Master’s program.
- Advanced verbal and written communication skills.
- Computer literacy skills: Ability to enter client data into an established database.
- Available 16 - 20 hours per week, between 9:00 am and 5:00 pm, based upon Career Center operating needs.
- Must be in good academic standing.
- An in-depth understanding and application of college student development theories, career development theories, and/or counseling theories.
- Ability to function competently in a team environment.
- Analytical, organizational, reasoning, and problem-solving skills.
- Ability to interact effectively with the campus community and external customers.
- Proven record of multicultural and global competence.

Training and Supervision

- Attend training prior to the first day of the internship.
- Supervision will be provided by licensed mental health clinicians (Psychologists and/or Licensed Mental Health Counselors in the Purdue University Counseling Center).
- Evaluations will be conducted collaboratively by a Career Center supervisor and Clinical Supervisor at the midpoint and at the end of each semester.
- Career Counselor intern will see drop-in clients, complete projects, and conduct career development presentations to student organizations and classes of Purdue University Calumet students
- 16-20 hours per week includes supervision in alliance with training hour requirements to meet educational goals for professional degree.
- May participate in teaching responsibilities of EDPS 30300 Career and Life Planning Seminar & Lab.

Drop-in Responsibilities

- Conducts brief intake interviews to determine the client’s/student’s primary reason for visiting the Career Center.
- Applies basic counseling techniques and knowledge of the career development process.
• Applies knowledge of career counseling resources, assessments, and strategies in working one-on-one with clients/students.
• Assists clients/students with initial self-exploration exercises in relation to choosing majors and/or career paths.
• Becomes knowledgeable of current full-time and part-time job listings, internships, cooperative education and volunteer/community service openings.
• Maintains current information on the Career Center program changes, services, policies and events.
• Critiques résumés, cover letters and other job search correspondence; supports clients/students preparing for and processing interviews.
• Incorporates the use of computerized career guidance systems.
• Makes recommendations to clients/students regarding workshops, orientations, programs and services to enhance their efforts to achieve stated goals.
• Conducts classroom presentations of the Career Center programs and services; provides an orientation/overview of Career Center to first-time visitors.
• Refers students to career counselors, campus and community resources when assistance is needed beyond the scope of the career intern.
• Participates in job fairs, educator recruitment days, special events, career center program requests and workshops. NOTE: events may be after 5:00 p.m. and/or weekends. Arrange according to intern availability for events.

**Individual Appointment Responsibilities**
• Utilizes career counseling techniques to provide individual career counseling for students and alumni.
• Determines client’s/student’s goals and the appropriateness of career counseling.
• Determines assessment techniques and/or tools most appropriate to the needs of the client/student.
• Conducts and interprets assessments of interests, personal and work values, skills and personality to enhance the student’s self-understanding.
• Assists students in developing an action plan to reach their academic, career, personal and/or work goals.
• Assists with drop-ins during peak traffic flow periods to maintain timely provision of services.
• Assist students in long-range academic planning and course selection based on open General Education and Graduation Requirement areas.
• Engage students in thoughtful decision-making and make appropriate referrals for additional services (major exploration, major advising, campus involvement, counseling services, etc.).

*Eligibility to see students for individual appointments is based upon completion of Practicum Hours (Practicum).*