

UNDERGRADUATE CAREER INTERNSHIP APPLICATION
CENTER FOR CAREER DEVELOPMENT
FALL 2017 – SPRING 2018

GENERAL JOB DESCRIPTION

Center for Career Development (CCD) Interns are students employed as paraprofessionals who fulfill various roles in order to support the programming and counseling services offered to UConn students. Career Interns (CI's) undergo extensive training in preparation to perform the following responsibilities:

- Critique résumés for undergraduate students.
- Present to student groups, organizations, and classes on career-related topics.
- Participate in weekly intern staff meetings and trainings during each academic semester.
- Work with full-time, graduate student and other student staff members on assignments and projects. Further information regarding these projects and assignments are listed on page 2 and 3.
- Disseminate accurate information to students regarding services, resources, and programs offered by CCD.

A Career Intern holds a prestigious leadership and employment position that requires significant time, training, and dedication. A **mandatory** full-week of training takes place the week before classes begin each fall. Additional trainings will take place during winter break and throughout the year. Intern training includes but is not limited to: résumé writing, presentation skills, interviewing, job search strategies, underrepresented student populations, departmental resources, and other relevant peer education and career development topics.

TERMS OF EMPLOYMENT & EXPECTATIONS

- Be a University of Connecticut **undergraduate** student with a minimum 2.75 GPA who will have completed at least 24 credit hours by the end of Spring 2017.
- Be able to work approximately 12-15 hours per week during the Fall 2017 and Spring 2018 semesters. Interns must be prepared to work closer to 15 hours per week at peak times. These hours will occur during daytime business hours, nights or weekends, Hours are planned as follows:
 - 10-12 hours per week for in-office work and meetings. These are prescheduled, consistent weekly shifts occurring Monday-Friday.
 - 2-5 additional hours per week for presentations and events on days, nights and weekends (demands and shifts change weekly, as needed).
- Understand that work schedules will be determined by the Program Manager based on class schedule, significant commitments, and the needs and expectations of the Center for Career Development.
- Be able to commit to two semesters of employment (cannot be applying for study abroad in spring 2018) in the first year on the job; if student wants to continue past one year, there is flexibility for a semester abroad experience.
- Must be available and willing to complete training assignments virtually in early August, which would require a commitment of 5-10 hours total.
- Must be available for training the week of August 21, 2017 prior to Fall 2017 classes and a one-day training on January 15, 2018, prior to classes starting in Spring 2018.
- Due to training conflicts, students cannot be an intern and simultaneously hold any of the following campus leadership positions: Resident Assistant, First Year Experience Mentor, Community Outreach Coordinator, or any other position that would prevent an individual from being able to participate in fall or spring semester training.
- Responsive to occasional email/phone communication during non-working hours, including semester breaks.
- Starting pay for Fall 2017 will be \$12.00/hour.

MINIMUM QUALIFICATIONS

- Demonstrate oral, written, interpersonal communication, and public-speaking skills.
- Exhibit self-confidence, especially in the ability to educate and assist others.
- Must have the ability to work collaboratively and cooperatively with a team of peers and professionals.
- Be able to work independently and take initiative.
- Be adaptable and flexible for priorities and projects that may change within the Center.
- Demonstrate attributes of a positive role model by displaying enthusiasm and maintaining a positive attitude.
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations.
- Maintain a high level of professionalism, which includes adhering to a dress code.
- Adhere to all the policies and regulations of the Center for Career Development and the University.
- Demonstrate punctuality and actively participate in training, meetings, and presentations on a consistent basis.

AVAILABLE POSITIONS (project areas are subject to change; core responsibilities will not change)

All Career Interns perform résumé critiques and deliver presentations; the descriptions below compliment the internship experience and allow the intern to be involved in additional projects. Project areas are subject to change.

Below are brief job descriptions of the various project areas in which interns **may** work during the 2017-2018 academic year. **Please familiarize yourself with these positions and consider which projects you have an interest.**

1. Programming

Job Description: Assists with managing and developing content for virtual programs and [CCD On Demand](#) platform. Responsibilities include but are not limited to: creating and facilitating presentations and workshops on career-related topics, writing submissions for other department newsletters on CCD resources and events, writing blogs for the CCD website, organizing and scheduling presentations which include packing of presentation bags and tracking of presentation attendance, and working closely with programming staff to complete necessary tasks to maintain partnerships.

Skills Desired: Minimum qualifications plus experience with Excel, excellent public speaking, organizational, and time-management skills.

2. Careers for the Common Good (CCG)

Job Description: Works closely with the Center for Career Development, Human Rights Institute and Community Outreach to coordinate events and resources for Careers for the Common Good programming. Develops relationships and outreach with CCG related organizations on- and off-campus, identifying new opportunities and resources for students; updates the CCG website with applicable information. Aids in the planning, preparation and day-of activities for the annual Careers for the Common Good Fair. Promotes CCG events and related offerings through marketing and social media outlets.

Skills Desired: Minimum qualifications plus excellent public speaking skills, proactive work ethic, and ability to summarize and synthesize information. Excellent social media and Excel skills are preferred.

3. Internships & Co-ops

Job Description: Leads internship-related presentations, involved with selecting the UConn Intern of the Year, and conducts research on internship & co-op news. In addition, the intern will assist full-time staff with department-wide experiential learning programs such as Internship and Co-op Week.

Skills Desired: Minimum qualifications plus advanced level written communication skills; prior administrative experience (data entry and analysis); Strongly Preferred - prior internship experience.

4. **Practice Interview**

Job Description: Conducts up to four practice interviews per week. The intern will be trained extensively on interviewing techniques, including being able to answer questions on interview trends and styles. In addition to weekly staff meetings, the Practice Interview Team meets each week to discuss specific interviewing situations, receives ongoing training, and as updates forms, guides, and marketing materials. The intern will also make additional presentations to student groups on interviewing techniques.

Skills Desired: Minimum qualifications plus excellent public speaking skills, ability to give constructive feedback, and ability to summarize and synthesize information.

5. **Career Research and Data**

Job Description: Conducts career-related research, internal and student-related data tracking. This position will also assist in updating and rewriting informative career materials such as résumé samples, guides, and supplements.

Skills Desired: Minimum qualifications plus experience manipulating data in Excel. Candidate must also demonstrate research skills and advanced organizational, analytical, and written communication skills.

6. **Career Engagement and Campus Outreach**

Job Description: Support collaborations between the CCD and university partners and programs including the College of Liberal Arts & Sciences and the Office of Fraternity and Sorority Life. The intern will promote CCD programs including The Major Experience and the Personalized Career Plan through on-campus outreach and presentations. Additional responsibilities include conducting research, tracking data, writing blog posts, and developing and updating career development documents.

Skills Desired: Minimum qualifications plus experience manipulating data in Excel. Candidate must also demonstrate research skills and advanced organizational, verbal and written communication skills.

7. **Graduate School**

Job Description: Assists with projects that directly impact programs and services provided to graduate students and postdoc scholars. Responsibilities include but are not limited to, creating and facilitating web and social media content including blogs and graduate student success stories, coordinating Graduate Student Intern of the Year Award process, tailored outreach to individuals and groups to increase awareness of CCD programs and services, gathering student and departmental data to support initiatives and contribute to planning, and working closely with Assistant Director to complete necessary tasks that emerge with annual initiatives.

Skills Desired: Minimum qualifications plus confidence to speak with faculty and graduate students, excellent writing, Excel, and organizational skills.

APPLICATION PROCEDURES & CHECKLIST

Application deadline: **Friday, March 10, 2017, 5 p.m.** Only fully completed applications will be considered.

- Have your résumé critiqued at the Center for Career Development (CCD) in Wilbur Cross, Room 202
- Apply through studentjobs.uconn.edu by searching for Job ID #8225, Internship
- Complete online contact information and upload materials as follows to studentjobs.uconn.edu:
 - Application form below
 - Revised Résumé
 - Essay Questions with answers typed on a separate page
 - Letter of Recommendation (optional)

If you cannot scan the materials, you can fill in the contact information on the Student Employment website and drop off your completed materials to Wilbur Cross, Room 202 by the deadline. Materials submitted after the deadline will not be accepted.

First Name: _____ Last Name: _____

1. Please list anyone you know who works in the Center for Career Development?

2. If someone recommended this position to you or referred you as a candidate, please indicate that individual below. This person will not serve as your official reference unless noted below.

3. What project areas are you interested in being considered for? Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Programming | <input type="checkbox"/> Practice Interview |
| <input type="checkbox"/> Internships & Co-ops | <input type="checkbox"/> Careers for the Common Good |
| <input type="checkbox"/> Career Research and Data | <input type="checkbox"/> Graduate School |
| <input type="checkbox"/> Career Engagement and Campus Outreach | |

REFERENCES

Please list the name, position title, and relevant contact information of two people (professor, employer, or advisor) who will serve as references for you. These people should be able to speak to your work ethic.

Reference #1 Name: _____

Position/Organization: _____ Relationship to You: _____

Phone Number: _____ Email Address: _____

Reference #2 Name: _____

Position/Organization: _____ Relationship to You: _____

Phone Number: _____ Email Address: _____

Please **sign and date below** verifying that all information in your application materials is factual and accurate:

Signature

Date

QUESTIONS

Type your answers to the following questions in a Word document. Answer the questions as thoroughly as possible and put your name on each page. Suggested limit: 400 words per question. Applicants must answer all questions.

1. Why are you interested in becoming an intern at the Center for Career Development?
2. What skills/qualifications do you have that will contribute to the Career Internship Program and the Center for Career Development? What sets you apart from other applicants?
3. What on- and off-campus activities, volunteer experiences, and other jobs do you anticipate being involved in next year? How will you balance these commitments with academics and your internship position at the CCD?
4. What do you think will be your biggest challenge if hired as a Career Intern?