Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Career Counseling Internship for Graduate Students

About Carnegie Mellon University
Carnegie Mellon University is a highly selective university with 5,700 undergraduate and 4,500 graduate students in the colleges of Business Administration, Computer Science, Engineering, Fine Arts, Humanities and Social Sciences, Public Policy & Information Systems, and Science.

About the Career & Professional Development Center
The Career & Professional Development Center is a centralized career center staffed by a team of twenty-one professionals who orchestrate the career exploration, professional development, experiential learning, and recruitment needs for students and alumni. Carnegie Mellon University’s career and professional development model is grounded in a discipline-specific career development, experiential learning, and employer relations model shaped by strong connections with the university’s seven academic colleges. The center’s success is founded upon a solid understanding of career and professional development theory and an unwavering commitment to providing personalized attention towards meeting the unique individual needs of students, alumni, and employers.

About the Internship
Career Counseling Interns work closely with the consultant team to provide career counseling to Carnegie Mellon students and alumni on career exploration, professional development, internship and job search preparation, and post-graduation career planning needs. Career Counseling Interns are also expected to develop and conduct career planning and professional development seminars to their assigned campus constituency and the general Carnegie Mellon community, assist with the planning and implementation of educational programs and career conferences, and update web and library resources for students and alumni.

Required Skills
- 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
- Excellent verbal and written communication skills
- Proven record of multicultural and global competence
- Computer literacy
- A creative approach to utilizing technology to provide efficiency and efficacy to career services
- Must be enrolled in a Master’s program in a related field (i.e. College Student Personnel, Higher Education Administration, Counseling)
- Able to work 16 hours during both the fall and spring semesters
- Prior experience in student affairs or human resources is preferred

Benefits
- Professional environment where graduate student staff members are an integral part of a team
- A comprehensive training and professional development program
- Intentional individual and group supervision provided by seasoned professional staff
- Opportunity to apply student development theories in a fast pace environment
- Gain experience in assessments, counseling, and presenting
- Stipend

How to Apply
For priority consideration, application materials (resume, cover letter, and three professional references) must be received before April 30. Review of applications and nominations will begin immediately and continue until an appointment is made. Applications, nominations, and inquiries may be sent to Debra Ignelzi at debraigelzi@cmu.edu.