

ABOUT THE INTERNSHIP

Career counseling interns work closely with the consultant team to provide career counseling to students on career exploration, professional development, internship and job search preparation, and post-graduation career planning needs. Interns are also expected to develop and conduct career planning workshops for different campus constituencies and the general CMU community, assist with the planning and implementation of educational programs and career conferences, gather employment statistics and complete other projects as assigned, including update resources for students and alumni.

REQUIREMENTS

Understanding and application of college student development, career development, and/or career 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

A creative approach to utilizing technology to provide efficiency to career services

Must be enrolled in a Master's degree program in a related field (College Student Personnel, Higher Education Management)

Able to work 17 hours per week during both fall and spring semesters

Prior experience in student affairs or human resources is preferred

BENEFITS

- A professional environment where graduate student staff members are an integral part of a team
- A comprehensive training and professional development program
- Individual and group supervision provided by seasoned professional staff
- The chance to apply student development theories in a fast-paced environment
- A CMU ID that allows access to campus facilities
- The opportunity to gain experience in student counseling and in presenting workshops
- This is a paid opportunity

HOW TO APPLY

For priority consideration, please submit a resume and cover letter by March 4th.

Review of applications will begin immediately and will continue until appointments are made.

Applications and inquiries may be sent to Jennifer Frick at jenniferfrick@cmu.edu.



Want more info?
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Visit us on the web: www.cmu.edu/career

About Carnegie Mellon

Carnegie Mellon University (CMU) is a highly selective university with over 6,300 undergraduate and 7,100 graduate students in the Colleges of Business Administration, Computer Science, Engineering, Fine Arts, Humanities & Social Sciences, Public Policy & Information Systems, and Science.

About the Career & Professional Development Center

The Career & Professional Development Center (CPDC) is a centralized career center staffed by a team of over twenty professionals who orchestrate the career exploration, professional development, experiential learning, and recruiting needs for students and alumni. CMU's career and professional development model is grounded in discipline and industry-specific career development, experiential learning, and an employer relations model shaped by strong connections with the university's seven 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 toward meeting the unique needs of students, alumni, and employers.

Carnegie Mellon University

Career & Professional
Development Center

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Career & Professional Development Center

Career Counseling Internship
for Graduate Students

