BWUlogoBW.tif

Leadership in Higher Education

Career Services Intern

Department: Career Services

Academic Affairs

Title of Internship: Career Services Intern

Preferred Background or Skills:

1. Knowledge of career development theory and process

2. Experience creating and facilitating workshops or programs

3. Excellent oral and written communication skills

4. Exceptional customer service skills

5. Experience collecting and analyzing data

6. Skill in multi-tasking and managing projects

7. Advanced computer skills and willingness to learn new technology

Position Description:

Every student at Baldwin Wallace University has a unique plan for their college career and where they hope the future will take them. BW Career Services is available to assist each student to develop, implement, and refine that plan. Career Services is a comprehensive office that combines one-on-one career advising, group programs, and web-based technologies to equip BW students with the necessary skills and tools to independently manage their careers from freshmen year to graduation and throughout their lives. Services provided by the office include:

1. Career advising and assessment for:
   1. Self-discovery; academic major selection; and career exploration
2. Job Search Skill development including teaching students:
   1. How to build a resume and write a cover letter
   2. Professional networking and job search techniques
   3. Tools to help ace an interview
   4. Techniques to obtain internships, hone skills, and build career preparation
3. Making connections with employers for internships and jobs through:
   1. The annual Career and Internship Expo
   2. Other targeted on-campus and regional job and internship fairs
   3. Employer Meet & Greets; the BW Career Network; and On-Campus Interviews
4. Making connections with graduate schools through:
   1. Entrance exam preparation; graduate school workshops; and the graduate school fair
5. Making connections with alumni for:
   1. Mentoring; job-shadowing; career advice; networking; and informational interviews

Major Internship Responsibilities:

As an integral member of the Career Services team, the Career Services Intern will have a focus of responsibilities based on her/his knowledge, skills, and experiences

Potential focus areas include:

* **Marketing and publications:** Assist with the development of promotion plans for services and events as well as marketing materials for target audiences (e.g. advertising in the Campus newspaper, student brochures, flyers, etc.)
* **Technology:** Update, maintain, and manage resources and services provided via technology (e.g. Blackboard site, Facebook page, LinkedIn group, Blog, Twitter, etc.)
* **Event management:** Assist with the planning and implementation of Career Services events such as the annual Career & Internship Expo, Fall/Spring Career Week, etc. Planning includes logistics (e.g. room reservations, food ordering, table set-up, etc.), registration process, volunteer coordination, post-event evaluation, and more
* **Program delivery:** Facilitate Resume Writing Clinics, Job & Internship Search Workshop and other specialized career development programming, as part of a staff rotation
* **Career advising:** Guide students through the career development process in order to facilitate a successful transition from college to career. This advising process could be facilitated through individualized career advising appointments, express/walk-in advising, group advising, etc. The intern would shadow career advisors to develop necessary knowledge and skills prior to beginning advising responsibilities.
* **Research, data collection and analysis, and benchmarking:** Provide information for use in assessing existing programs and services and creating new ones. Information can be prepared for internal use within Career Services or for external use for a broader constituent base (e.g. annual First Destination survey, program evaluations, etc.).

Special Considerations:

A second year LHE graduate student is preferred

Special Hours:

Schedule will vary based on programming or special events and may include some evening/weekend hours

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Possible travel, locally, to attend meetings or conferences