

### Internship Details

College or University: Columbia School of Social Work

Office: Office of Career Services and Leadership Management

Internship Position Title: Career Services Graduate Intern

Hours per Week: 10- 15

Remuneration for Full Academic Year:

Internship Start Date: Week of Sept 2, 2024 (flexible)

Internship End Date: Week of May 6, 2025 (flexible)

Can this internship be done remotely? (Yes/ Hybrid is preferred since our office operates on hybrid schedule)

Does the posting depend on funding decisions that will be made later in the year (state yes or no): yes

### Supervisor Details

Supervisor Name/s: Rawlisha Peña

Supervisor Title: Assistant Director of Career & Leadership Management

Supervisor Phone: 212-851-2399

Supervisor E-mail: rp2987@columbia.edu

Supervisor Office Location: 1255 Amsterdam Ave, 5th Floor Room 526

Department

Website:<https://socialwork.columbia.edu/student-experience/student-services/career-services/>

### Information for Individuals Students Should Send Application To

Name 1: Rawlisha Pena (she/her/hers), Assistant Director of Career Services

E-mail 1: swcareer@columbia.edu

Name 2:

E-mail 2:

Name 3:

E-mail 3:

### Job Description and Duties:

#### **Columbia School of Social Work**

#### **Office of Career and Leadership Management**

#### **2024-2025 Career Associate-Graduate Intern**

The Part-Time Graduate Associate/Intern at the Columbia School of Social Work (CSSW) Office of Career and Leadership Management is designed for a graduate student with a strong interest in career and professional development and/or student services. This is an ideal opportunity for higher education/MSEd candidates looking to gain experience providing direct services to students, including providing one-on-one career consultations, facilitating workshops, organizing and implementing events, and leading the marketing/communication of various opportunities. NOTE: This position is not clinical.

To learn more about our office, please refer to the website:

<http://socialwork.columbia.edu/the-student-experience/student-support-services/career-services/>

**Qualifications:**

We are seeking candidates who are working toward a graduate degree in Counseling, Social-Organizational Psychology, Higher Education Administration, or other related field. Previous post-grad experience in career services, human resources, higher education, non-profit, or social work is ideal, but not required. We will also consider candidates with diverse work experience involving professional and leadership development programming and other related areas. Candidates should possess excellent interpersonal, organizational, communication, presentation, and multitasking skills, as well as a facility and comfort with technology. A strong professional interest in the field of career development and supporting highly motivated, mission driven graduate students, including those from diverse backgrounds and identities, is essential. Candidates should also be flexible, creative, proactive, team-oriented, and invested in providing timely, high-quality services. A sense of humor is a plus!

Interns **must be able to work 10-15 hours per week** (at least two days per week between Tuesday and Thursday).

**Benefits of being a Career Associate Graduate Intern:**

- Ongoing training directly related to your role as a Graduate Intern and orientation to career services in a higher education setting.
- Supervision by a staff member to assist you in exploring and refining your professional goals.
- Opportunity to participate in some office professional development training sessions and staff meetings.
- Contribute to programming including support to led your own project and help you develop and/or refine skills.
- Opportunity to work with top academic and highly motivated graduate students in one of the world's leading educational institutions.

**Responsibilities will vary based on skills, interests, and needs and may include some combination of the tasks below:**

- Conduct 1:1 meetings and “drop-in” sessions with students, providing resume and cover letter critiques, job search and interview coaching
- Assist in creating and facilitating webinars on career-related topics as needed e.g resume writing, networking, interviewing, career fair prep.
- Support team members with organizing and implement events such as recruitment sessions, alumni panels, networking events, job search support group, and career fairs
- Promote events and opportunities, including drafting and/or designing email outreach and flyers using platforms such as Mailchimp, WordPress, and Canva.
- Engage in special projects such as job board reviews and data collection
- Professionally and competently represent the School of Social Work and Office of Career and Leadership Management to students, employers, staff, faculty, alumni, and partner schools and agencies.
- Collaborate with student caucus leaders on their career programming initiatives as needed

**To apply for the Career Associate Internship:**

Submit a resume and cover letter to Assistant Director Rawlisha Peña at [swcareer@columbia.edu](mailto:swcareer@columbia.edu) detailing your interest and relevant background.