



CAREER DEVELOPMENT SERVICES
PEIRCE COLLEGE UNPAID INTERNSHIP

MISSION OF INTERNSHIP:

To prepare college students, graduate students or recent college graduates for entry level roles in Career Services by providing a comprehensive understanding of the career management functions of a college or university inclusive of theory and the hands-on application of attained skills and knowledge.

INTERNSHIP PROGRAM LEARNING OBJECTIVES:

1. Develop career-based student services skills
 - Learn aspects of the student intake process by observing and assisting with pre-meeting interviews, assessing student needs, identifying relevant tools, communicating with career counselors, and observing one-on-one career advising sessions -Understand career-based technologies including resume builders, career assessment tools and online job boards
 - Understand elements of strong resume and cover letter writing as well as how to launch effective job searches using traditional and non-traditional tools and methods
2. Develop sound understanding of career-based resources
 - Research and report on organizations, literature and sites that can provide students opportunities for hands-on application of classroom theory
 - Learn how to research workshop topics, plan events, coordinate activities and co-facilitate functions as appropriate
3. Enhance verbal and written communication skills
 - Learn how to write a career-based blog with a diverse audience
 - Understand written and verbal skills required to work effectively across functions and departments
4. Personal Development
 - Develop planning, organization and time management skills
 - Strengthen interpersonal, professional and leadership skills
 - Observe and participate in team meetings and shadow manager in relevant interoffice and external meetings, events and activities
 - Read literature to enhance understanding of career trends, companies, and resources and participate in relevant discussions with department

INTERNSHIP PROGRAM INCENTIVES:

1. The selected intern will have the opportunity to experience, first hand, the application of career-based theories, tools and resources. Once the program is completed, the intern will have acquired a level of relevant experience in the field and will have a better understanding of career options that can extend from career services to general student services.
2. The selected intern will participate in observations and shadowing of managerial staff and will have exposure to leadership within the College.
3. The selected intern will have opportunities to closely observe the Director, Career Development Services and will observe departmental operations and strategy building.
4. The selected intern will develop general professional skills applicable to many business environments.

QUALIFICATIONS:

Recent college graduate or graduate student with an interest in Career Services, Student Services and/or Human Resources. Ability to maintain the confidentiality of College confidential information, including student and alumni information. Possess strong attention to detail, accuracy, and dependability. Ability to manage multiple projects simultaneously. Excellent interpersonal and communication skills (written and verbal). Proficiency in Windows operating environment along with current Microsoft Office Suite, database management and use of applications & researching via the Internet.

EVALUATION:

The intern will meet on a bi-weekly basis with the Director, Career Development Services, or his/her designee to discuss projects, progress and opportunities for additional exposure and learning. To the extent the intern is required to prepare any written product for purposes of obtaining academic credit, the Dean, or designee, will provide opportunities to review such product with the intern.

STATUS & HOURS:

Part-Time/Unpaid. The intern will not receive and is not eligible for any monetary or other form of compensation or benefits from Peirce College for the duration of the internship. Schedule will be 23 hours per week and will include some evenings.

ACADEMIC CREDIT:

Should the intern desire academic credit, he/she will be solely responsible for ensuring coordination with the credit bearing academic institution and will also be responsible for submitting all required documentation.

REPORTS TO: Director, Career Development Services

POSTED: Ongoing

APPLY TO:

Please submit a letter of interest with your salary expectations, as well as a current resume to: Career Development Services, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; email to cds@peirce.edu; or fax to: 215.670.9137. We strongly encourage materials be submitted via email. We will contact only those candidates who best meet our requirements.

Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity and enhancing diversity and inclusiveness in all employment decisions, policies, and practices.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person's age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).