

Purchase College Career Development Center Peer Career Liaison Internship Program

The Career Development Center offers leadership opportunities for undergraduate students through our Peer Career Liaison Program. Career Liaisons will work closely with the CDC staff to provide friendly peer career intervention and service referral to students, valuable career information, and assist in coordinating exciting programs and events. They will serve as CDC representatives and liaisons or “ambassadors” among the campus community. Career Liaisons will receive the training and mentoring needed to help develop basic listening and counseling skills, leadership, and will also be empowered to create and implement their own ideas for marketing materials, resources, and programs to encourage greater student involvement in services. Career Liaisons may also choose to specialize in a specific area reflective of their individual skills and goals- ie *Counseling, Marketing, Student Leadership, Technology, etc.*

This is a progressive internship experience. Students are recommended to commit to the internship for a full academic year. Although not required, a year commitment is ideal so that the intern can receive comprehensive training in their first semester and apply what they’ve learned in a more advanced internship in the second semester.

Peer Career Liaison Internship I (Entry-level)

Responsibilities:

- Participate in comprehensive, on-going hands on training including learning basic peer counseling techniques, orientation to the services and resources, seminars on career-related topics, resume critiques, and practice through role-playing opportunities etc.
- Observe walk-in sessions, workshops, and CDC orientation programs to gain knowledge of individual career counseling and group work techniques
- Develop and implement outreach and promotional activities to educate students about career development services (presentations, tabling, leafleting for major events etc.)
- Participate in planning, arranging, and hosting special career events (Annual Job & Internship Fair, Career Week Panels etc.)
- Create marketing materials to reach students and promote career services, programs, and events.
- Work collaboratively with Campus Clubs and organizations to help promote programs and events.
- Meet with CDC site supervisor weekly to discuss career issues and individual students career concerns as they arise
- Perform some administrative duties including answering incoming calls, instructing employers on the use of Purchase JobScore, greeting students and visitors, printing handouts and materials, other tasks as assigned by CDC staff

Peer Career Liaison Internship II (Advanced-level)

Responsibilities:

- Assist CDC staff with scheduled walk-in counseling hours by providing brief career guidance sessions on topics such as resume critiques, use of Purchase JobScore and helping students to use other internet-based job sites, and general orientation to services
- Serve as a frontline student/customer greeter, resource and referral person by responding to students questions and concerns with a friendly person-centered, customer service approach

- Learn to identify helpful books and other useful career resources for specific industries for student resource referral
- Co-present career development workshops such as Resume Writing and Job Search, and facilitate orientation sessions with CDC staff
- Further CDC Mission by using campus outreach strategies (developed during the fall internship) to educate students about career services and resources
- Participate in planning, arranging, and hosting special career events (annual Job & Internship Fair, Career Week Panels etc.)
- Promote Career Development during Campus Club meetings and engage co-sponsorship of programs and events as appropriate
- Collaborate with clubs and campus organizations to help promote programs and events
- Meet with CDC site supervisor weekly to discuss career issues and individual students career concerns as they arise
- Handle additional office responsibilities as needed

Internship Eligibility:

- Have completed at least 30 units of credit prior to the start of their internship experience (i.e. Sophomores, Juniors, and Seniors)
- Have not already completed 12 credits worth of previous internship credit.
- Are able to commit to 8-10 hours per week (some evening hours may be required).
- Be in good academic standing

Qualifications:

- Out-going, people-orientated, service-minded individual
- Strong leadership potential
- Excellent interpersonal and public speaking skills
- Creativity and marketing abilities
- Proficiency with Microsoft Office
- Comfortable with Internet Search Engines (i.e. Job Search Sites)
- Knowledge of various campus clubs and departments
- Previous tutoring, mentoring, or customer service experience is helpful, but not required
- Psychology, sociology and other social science majors are encouraged to apply.

Join Our Team!

Send your resume and cover letter to

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