Career Center Graduate Intern Position Description

**Department:** University Career Center

**Position Title:** Graduate Intern – Educational Leadership

**Length of Contract:** Fall and spring semester/10-19 hours per week/evenings and weekends may be required

**Introduction:** The University Career Center is a centralized office serving the entire university. Our services are focused upon assisting students and alumni with career exploration, experiential learning opportunities, professional development, and preparation for graduate school and the world of work. The staff of twenty-three serves students and alumni at both the Main Campus and the Downtown Campus.

**Mission**
The mission of the University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue lifelong career goals.

**Vision**
The UTSA University Career Center office will be the career center of choice for students and employers.

**Duties and Responsibilities:**
- Intern will learn and understand the function of the Career Center Director position and attend meetings with the Director to observe the interaction and relationships with other University departments and functions, community leaders and employers
- Intern will have the opportunity to participate in how office level policy decisions and daily operation decisions are made based on staffing, budgetary resources and timeframes
- Intern will have the opportunity to learn and participate in the daily/monthly budget operations for the career center
- Intern will assist in Career Center program development and implementation
- Understand how to design programming utilizing available resources and working within a set budget
- Intern will gain insight into marketing concepts used in the Career Center.
- Intern will learn how to develop programming for specialized populations, determining target audience and developing learning outcomes
- Learn/observe personnel management techniques and teambuilding behaviors.
- Develop an understanding of how to assess program effectiveness
- Intern will learn and understand the use of technology within the Career Center
- Develop an understanding of accurate database management, specifically utilizing CSO Interfase
• Accurately gather data through reports and assessments such as Survey Monkey, etc.
• Gain an understanding of how to manage the Work-study program including accurate management of time trackers, payroll, Supervision and training
• Intern will develop an understanding employment/labor Laws
• Participate in Employer Development meetings
• Learn how to assist employers in ‘Branding’, and marketing to UTSA students
• Intern will learn the basics of Internships within the corporate realm.

Learning Outcomes:
- Understand and utilize university and student affairs resources
- Develop skills to manage the prioritization of professional and personal responsibilities
- Participate in a variety of collaborative and cooperative experiences to learn value of teamwork
- Understand the organization and administration of this student affairs department
- Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
- Develop critical thinking and decision-making skills
- Understand the variety of office administration functions
- Understand event coordination and the aspects of program preparation
- To translate student learning and student development theory into practice in a reciprocal relationship between coursework and field-based experiences

Terms of Internship:
1. Enrollment – The Graduate Intern must possess a Bachelor’s degree and be enrolled in a graduate degree program with the UTSA Educational Leadership and Policy Studies program during the period of participation.
2. Academics – The Graduate Intern must maintain good academic standing with at least a 3.0 cumulative GPA on a 4.0 scale.
3. Time Commitment – **10-19 hours per week.** It is expected that Graduate Intern complete the required 150 hours designated within their EDL internship course.
4. Remuneration – The Graduate Intern will receive a _____per hour. The position is for fall, spring and summer semesters.

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