

**Southern Connecticut State University**  
New Haven, CT

**POSITION DESCRIPTION**

**POSITION TITLE:** Graduate Intern, Career & Professional Development

**DEPARTMENT:** Office of Career and Professional Development

**SUPERVISOR'S TITLE:** Associate Director of Career & Professional Development

**POSITION SUMMARY:**

The Graduate Intern, Career & Professional Development has primary responsibility for core career development services within the Office of Career and Professional Development. The Graduate Intern works collaboratively in the executive of the comprehensive career strategy for students across the university. The Graduate Intern co-manages the office's career peer program and provides supervision and leadership to our undergraduate student workers. The graduate intern provides co-leadership to the office's marketing and technology efforts for student and external partner engagement. The Graduate Intern works with all office staff to execute programming, events, workshops, and other related general services.

**POSITION RESPONSIBILITIES:**

Works with the Associate Director to develop and execute a comprehensive career advising and engagement strategy for first and second-year students at Southern Connecticut State University. Provides one-on-one advising appointments for first and second year students. Provides initial level support for services requested within the university career management system (JOBSs).

Provides direct support in the training, development, supervision, and evaluation of undergraduate students hired as OCPD career peers. Provides day-to-day guidance for task assignment, related processes and procedure, and overall office-wide communication for career peers.

Oversees the day-to-day marketing and social media strategy for the office. Develops comprehensive strategies for engagement surrounding OCPD events, programs, and services.

Collaborates in the monitoring and maintenance of the career management system for OCPD (JOBSs). Provides insights and makes recommendations in regards to student, employer, and constituent usage. Manages the centralized phone line and email account for the office.

Plans, implements, and conducts outreach workshops, presentations, and programs to educate and inform students, faculty/staff, and administrators around OCPD programs and services, as well as opportunities to build employability skills. Serves as a co-liaison to the College of Arts & Sciences for advising, presentations, and outreach.

Assist with major departmental events including the career and internship fair, non-profit fair, and part-time job fair. Collaborates in the development of the departmental calendar of activities, programs, and events.

Performs duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**QUALIFICATIONS:**

Required Qualifications: Matriculated undergraduate student enrolled in a graduate program; strong written and verbal communication skills; excellent interpersonal skills and high level of customer service; experience working successfully with diverse populations, demonstrating multicultural competence; very strong written and verbal communication skills; demonstrated success in roles that required setting priorities and managing deadlines; and highly effective at working collaboratively with others.

Drafted January 2019