

**Assistant Director, The Career Center/Pre-Health Advisor**  
**Job Requisition Number: 15737BR**

**Job Description:** Provides pre-professional services to undergraduate students on topics that affect admission preparation for pre-med and prehealth professional programs. Conducts workshops and programs on topics such as interviewing, writing a personal statement and securing letters of evaluation. Counsels students with skill building as it relates to the pre-professional admissions process. Creates or edits communications materials related to pre-professional planning. Maintains records and files of all advising sessions. Assists in the development, implementation and evaluation of marketing programs to increase student awareness of and participation in pre-professional services. Assists in the development of a personal development and leadership program that complements the strong intellectual and experiential experiences of prehealth students, including working with the Office of Student Leadership and Service to collaborate, as appropriate. Maintains professional growth by participating in educational programs and professional organizations. Reporting to the Executive Director of the Career Center, will have shared responsibilities of the Career Center and the PreHealth Mentoring Office. Performs related responsibilities as required.

**Minimum Qualifications:** A master's degree in Student Personnel Services, Higher Education, Counseling, Psychology or related field and one year of experience in professional advising and programming. Excellent communication skills to interface effectively with students, faculty and staff. Familiarity with admission procedures for the health professions and law.

**Preferred Qualifications:** Two years full-time experience in a pure counseling/advising setting.

**Additional Job Details:** Job will require some evening and weekend commitments.

**Apply For This Position:** Visit website <http://emory.hr.emory.edu/careers/index.html>, search for position 15737BR and apply online. Additionally, please send your resume and cover letter to [careercenter@emory.edu](mailto:careercenter@emory.edu).

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**Georgia State University**  
**University Career Services**  
**PO Box 3972 Atlanta, GA 30303-3972**

**Graduate Counseling Intern Fall-Spring 2010-2011**

**Who can be a Career Counselor Intern?**

Someone with the following qualifications: pursuing Masters or Doctoral degree in Counseling, Psychology, Human Resource Development or related major. Some experience in working with students or providing advisement services and or working in a college career center is a plus.

### **How do you become a Counselor Intern?**

Complete the enclosed application along with a cover letter and résumé and submit to Phil Rockwell in the University Career Services, Rm #270, University Center, (beneath the Georgia State University Bookstore) no Later than **Friday, April 30<sup>th</sup>, 2010**.

To be accepted into the program you must be willing to commit to the following:

- Work at least 20 hours per week (you may be flexible about the dates and times you schedule these hours & program requirements).
- Complete two weeks unpaid training prior to the beginning of your internship period (dates to be mutually determined)
- Attend University Career Services weekly staff meetings as well as (1) hour weekly supervision
- Complete necessary group hours for successful program completion

**DEADLINES FOR SUBMITTING APPLICATIONS AND REFERENCES: APRIL 30th, 2010**

**INTERVIEWS WILL BE SCHEDULED**

**\*\*\*For More Information: contact Phil Rockwell at Georgia State University, University Career Services, PO Box 3972 Atl, GA 30303-3972, prockwell@gsu.edu (404) 413-1829**

### **Career Counselor Intern Application**

This application is for an internship opportunity within University Career Services at Georgia State University. Interns will talk with students about their future goals, conduct initial assessments, and assist students with the career exploration process and more. Each intern will be expected to attend group training sessions throughout the semester. It is during these training sessions that you will receive the knowledge, experience, and supervision needed to fulfill your duties as a Career Counselor.

Please complete the Georgia State University Career Services application below and submit the completed copy along with a cover letter and résumé to Phil Rockwell, University Career Services. If you have any questions please feel free to contact Phil Rockwell, Georgia State University, University Career Services, PO Box 3972, Atl, GA 30303-3972, Office (404) 413-1829.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Degree Seeking:** Master of Science, Master of Arts, M. Ed., Ph.D., other \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Please type  
Describe the steps in your own career development process:**

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**Describe important people and experiences that have had an impact on your life and why:**

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**How have your experiences in your program of study affected your career plans?**

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**Describe the skills and strengths that you possess for the position and give examples of how you might use them in this position (e.g., communication, organization, helping skills, etc.).**

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**Job Summary:**

Supervised by a University Career Services Career Counselor and University Career Services Director, the Career Counselor Intern will provide career-counseling services to Georgia State University students. In addition, the intern will assist the University Career Services staff with various programs and activities to serve the Georgia State University community and to promote the University Career Services department's vision and goals.

**Essential Functions:**

1. Under the supervision of a Career Counselor and the Director of Career Services, serve as a career counselor/advisor for Georgia State University students.
2. Assess individual career development needs, providing students with the necessary skills to successfully explore majors, careers, graduate school options, and learn how to conduct effective job searches.
3. Provide counseling regarding career identification, decision-making, or other issues affecting the individual's career development.
4. Assist in the planning and execution of seminars and workshops educating students on various career development issues.
5. On a rotational basis, may assist with on-campus recruitment, career fairs, and other special events.
6. Foster new and current University Career Services relationships with employers, faculty, and staff.
7. Performs other administrative duties as assigned.

**Knowledge, Skills and Abilities:**

1. Basic understanding of Counseling/Advising skills and techniques
2. Basic knowledge and understanding of administering and interpreting assessments
3. Basic knowledge of career fairs, recruitment techniques, and the job search is helpful but not mandatory.
4. Ability to provide individual and group career counseling to clients of diverse backgrounds.
5. Effective interpersonal skills in working with students, alumni, faculty, and staff.
6. Excellent oral and written communication skills with the ability to deliver presentations to various size groups

- and comfortably communicate with all levels of authority.
7. Knowledge of computer software applications and Internet proficiency.

**Education and Experience Requirements:**

1. Pursuit of Master or Doctoral degree in Counseling, Psychology, Human Resource Development or related major.
2. Some experience in working with students or providing advisement services.
3. Completion of Career Theory course preferred.
4. Completion of Basic Counseling and Group Counseling Skills courses required.

**CAREER COUNSELING INTERN REFERENCE FORM**

**Provide the names, titles, phone numbers, and email addresses of two references. Give the below Attention Reference form to each of them and ask them to return the forms to us by the deadline April 30<sup>th</sup>, 2010**

1. **Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**ATTENTION REFERENCE:**

\_\_\_\_\_ has applied to be an intern within the Georgia State University department of University Career Services. Interns will talk to students about their future career goals, conduct initial assessments, provide career information, and more. Given the information above, please provide us with your brief recommendation of this student for this internship position:

I [circle one] **WOULD / WOULD NOT** recommend \_\_\_\_\_ for this position because:

