Department: Career Center (CC)

Supervisor Name: Jennifer Blythe, Director for Internships and Co-ops

Assistantship Information: 1 positions

Title of Assistantship: Internship Advisor

The Internship Advisor will be primarily responsible for supporting all the efforts of the Internship Team at the FAU Career Center. This position requires an individual who is proactive, energetic, creative, personable, and detail-oriented.

**The primary learning objectives for this position:**
- Gain an understanding of the student affairs profession.
- Gain first-hand experience in coordinating, planning and promoting internship programs and major career development events.
- Learn program management, program planning and program assessment skills.
- Develop employer and student outreach skills.
- Develop career advising skills.
- Develop an understanding of the FAU Career Center and its programs. Become familiar with FAU policy and procedures.

**The primary activities for this position:**
- Support in the coordination, planning, and promotion of internship functions.
- Work with students regarding exploring internship options.
- Register students for Career Center managed internship programs.
- Staff internship on location tables.
- Assist with Same-Day Career Advising in an internship capacity.
- Work with FAU departments in posting and marketing positions.
- Work with employer in posting and promoting internship opportunities.
• Assist in the management and development of Excel worksheets (must be proficient).
• Provide outreach and assistance with marketing within the University community through the delivery of classroom presentations, workshops, and career center orientations to students, faculty, and staff.
• Deliver a variety of workshops including resume/cover letter writing, interview skills, job search, networking, salary negotiations, and co-op/internship orientations.
• Assist in the management of student and employer accounts within the OWL CareerLink database.
• Assist in the research of employers, identify contacts, and targeted industries.
• Assist with special projects such as the bi-annual employer follow-up survey and the Graduating Student Survey.
• Identify Internship Success Stories and follow up with students.
• Assist the Internship team in other duties as assigned by the Director for Internships and Co-op.

Qualifications for the position:
• Acceptance into a Florida Atlantic University Master's Program
• Experience working with students preferred.
• Ability to work well independently and as part of a team
• Effective written and verbal communication skills
• Possess excellent organization, time management, communication, project management, and presentation skills.
• Strong computer competency and creativity highly desirable. Strong command of Microsoft Office programs and ability to learn new software.

Additional Information:
• The graduate assistantship is a 20 hour per week position-some weekends and evenings will be required. This position will receive compensation of $11 per hour.
• The graduate assistantship is a one year position (fall and spring and summer semester). Graduate Assistants are eligible to reapply to this position.
• The graduate assistant must be employed for the duration of the semester.
• An 80% tuition waiver is provided with this assistantship.