

# Center for Career and Professional Development

## Position: Career Counselor Intern

### Regis University

#### Overview:

The Center for Career and Professional Development offers a Career Counselor Internship opportunity beginning in the Fall 2020 semester through the Spring 2021 semester. For any questions, please contact Sarah Smith, LPC at 303-458-4397 or [ssmith036@regis.edu](mailto:ssmith036@regis.edu) or Eliza Bennett, LPC at 303-458-351 or [benne494@regis.edu](mailto:benne494@regis.edu).

#### Position Summary:

Career Counselor Interns provide career counseling and related career development services to students, alumni, and staff from all of the university's colleges, supporting clients on topics related to vocational discernment and addressing work/life questions, hopes, doubts, exploration, and management, while being supervised by a Licensed Professional Counselor (LPC). Other areas of career counseling will include administering and interpreting personality, interests, values, and skills assessments, and supporting clients in strengthening job search strategies, resume and cover letter writing, job interviewing, networking, career management, salary negotiation and other career development topics. Interns will have the opportunity to conduct workshops and class presentations, and assists Career Counselors on major career events and/or student career development programs.

#### Minimum Requirements (necessary for essential duties):

1. Currently working towards a Master's degree in Counseling, Higher Education, or related field.
2. Completed Practicum, enrolled in an Internship Course and receiving supervision through academic program.
3. Graduate level Career Counseling class completed by the start of internship.
4. Ability to conduct workshops, class presentations, or other group training sessions, preferably in a career development context.
5. Available to work a minimum of 20 hours per week.
6. Occasionally work early mornings and nights in support of employer events. This will most likely not exceed 2-3 times per semester

Please go here to apply: <https://regisuniversityccpd.wufoo.com/forms/m1ai4m510eng9y9/>

