



SEATTLE COLLEGES

North · Central · South

Application Instructions: Email resume and cover letter to Rachel.Andre@seattlecolleges.edu

Job Title:	Career Services Intern
Number of Positions Available:	1
Department:	Workforce Development - Seattle Colleges District Office
Work Location (campus, building, room number):	Seattle Colleges District Office Hybrid (in-person and remote)
Expected Hours:	19 per week
Wage:	\$20.76 per hour
Desired Quarter Start/End:	Fall quarter start – 1 year commitment
Job Description:	<p>Under the direction and supervision of the Director of Workforce Development, this position supports the development of work-based learning opportunities for students enrolled at one of the Seattle Colleges (North Seattle College, South Seattle College, and Seattle Central College). Students need more access to meaningful and paid work experiences, including on-campus internships, stipend projects, and opportunities with employer partners.</p> <p>This role will primarily support the development, recruitment, placement and tracking of student internships. This is an excellent opportunity for a student interested in supporting their fellow student peers – have a role in expanding paid work options and creating more learning environments to develop valuable workplace skills.</p>
Specific Duties:	<ul style="list-style-type: none">-Collaborate with intern supervisors to draft internship job descriptions-Post open positions on Seattle Colleges Careers page and on Handshake-Promote open student internships at campus events and through email communication with students, faculty, student services, and other departments-Support intern-host department with interview question generation, and scheduling interviews for candidate screening-Track annual student participation in internships-Administer post-internship surveys

	<p>-Support Career Services events at each campus (ex: Handshake & Headshots series)</p> <p>-Outreach to employers to create and promote internship opportunities</p> <p>-Using the Handshake job portal, collect data on current internship offerings advertised to students in the Seattle area</p>
Experience/Qualifications Desired:	<p>Must be currently enrolled at one of the Seattle Colleges (North Seattle College, Seattle Central College, or South Seattle College).</p> <p>Intermediate computer literacy; experience with Microsoft Office. Willingness to learn new platforms, such as Handshake and ctclink internal tools.</p> <p>Strong interpersonal written/verbal communication skills with the ability to cooperate with others to effectively coordinate activities and accomplish goals.</p>
Educational Outcomes:	<p>Gain practical knowledge of full internship recruitment process – from developing a job description, recruitment, and placement.</p> <p>Learn how to navigate the world of work, employment and career development.</p> <p>Increase communication and interpersonal skills with external and internal partners.</p>
Related areas of study or program enrollment requirements:	<p>This opportunity is open to current students at Seattle Colleges (North Seattle College, South Seattle College, or Seattle Central College).</p>
Application Instructions:	<p>Resume & cover letter</p> <p>Email Rachel.Andre@seattlecolleges.edu</p>