

ON-CAMPUS INTERNSHIP OPPORTUNITY NOTICE

Internship Title: Career Specialist Internship (up to 5 positions available)

Internship Site: Westminster College, Office of Career Services

Site Supervisor: Meg Langland, Director of Career Services

Appropriate Majors: Human Resources, Other

Semester: Fall 2011 or Spring 2012

General Job Description:

The Career Specialist intern will play a major role in assisting fellow students with career preparation. Duties include:

- Reviewing resumes
- Participating in mock interviews
- Giving presentations to student organizations
- Promoting office events, services, and resources
- Other duties as assigned

The Career Specialist intern will offer walk-in assistance during office hours for a minimum of 2 hours per week. He/she will also be available by appointment to assist students outside the office.

Qualifications: Competent writing skills, creativity, self-motivation, basic computer skills, interpersonal skills

Training Provided: Approximately 20 hours of training will be provided. Interns must be available for orientation and initial training to be held on a Saturday at the beginning of the semester. Ongoing training will continue throughout the semester.

Hours per Week: 5-8

Compensation: Unpaid (unless qualified for work study/college employment)

Application Deadline: August 31, 2011, 5:00 p.m.

Application Materials: Completed Student Employment Application (available at <http://www.westminster-mo.edu/studentlife/career/students>) and resume

Procedure: Once application materials are received, the office will interview candidates

Contact Information:

Name: Kristy Chitwood

Title: Office of Career Services Coordinator

Phone: (573) 592-5381

E-mail: Kristy.Chitwood@westminster-mo.edu

Additional Instructions: Please e-mail application and resume to Kristy at Kristy.Chitwood@westminster-mo.edu.