Career Services Practicum Position - Career & Professional Development Center  
School of Public Health (SPH), University of Minnesota, Twin Cities

The Career & Professional Development Center at the University of Minnesota’s School of Public Health is currently accepting applications for a part-time, one or two-semester (fall and spring) practicum internship.

The Career & Professional Development Center in the School of Public Health provides professional, comprehensive, lifelong career and professional development services and resources to students, postdocs, and alumni. We work to facilitate the career development process to help individuals conduct a competitive job search and to maximize their career potential. By giving students the tools they need to be successful in the workplace, we’re helping to enhance the field of public health. We believe that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. We value: Integrity, Diversity, Positivity, Relationships, an Evidence-based Approach, Quality, and Innovation. As the leader in career and professional development, we aim to deliver cutting-edge, life-long learning opportunities that prepare individuals to meet the grand challenges of public health. To learn, please visit: www.sph.umn.edu/careers.

Job Description:
This position could include the opportunity to:

• Provide individual career counseling for SPH students.
• Assist with presentations on career and professional development topics.
• Develop and conduct outreach efforts to all SPH stakeholders (prospective students, current students, alumni, faculty, staff, employers, and other members of the community).
• Assist with student and alumni marketing initiatives, including website content, promotional materials and paper-based/electronic resources.
• Afford leadership to current office programs and develop new programs as appropriate. These programs may include a career and job search guide, mock interview week, teaching a career development course, employer fair, website content development, and collaborative projects with other offices across the school.
• Research market and job trends; keep abreast of most current information relevant to preparing public health students for the world of work.
• This position reports to the Associate Director of the Career & Professional Development Center.

Qualifications:
Graduate-level student pursuing a degree in College Student Personnel (or similar field), with a focus in counseling, college student development, student affairs, human resource development, and/or higher education. Interest working in a career counseling or career services environment with a college student population. Excellent written and oral communication skills. Ability to work independently, as well as collaboratively. Proven project management experience. Demonstrated commitment to diversity.

Time Commitment and Compensation:
This is an unpaid internship, and scheduled hours are flexible and negotiable to meet your program requirements.

How to Apply:
To apply, please submit letter of application, resume, and three references to:

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.