INTERNSHIP POSTING

Benjamin Franklin Institute of Technology, founded in 1908, is a private, two-year technical college located in Boston's historic South End neighborhood.

The college is proud of its long tradition of educating students for technical careers. We offer our students technical education combined with the core communication and analytical skills that will prepare them to build a viable career.

Title: Intern for the Office of Career Students, Department of Student Affairs

Reports To: Director of Career Services

Hours: 10 – 15 hours weekly
Duration: September through December (with a possibility of continuing another semester)

Compensation: Unpaid – qualified college credits will be determined Intern’s Program of Study.

The Office of Career Services provides services for preparation for post graduation employment or continuing education, employer and alumni cultivation and recruitments, post-graduation statistics collection, placement assistance for alumni, and serves as an active member of the Department of Student Affairs.

The intern will assist the Director of Career Services with day-to-day operations including the following, but not limited to:

- Individual Career Counseling utilizing various assessment models
- Organizing College Transfer Fairs and Annual Career Fairs
- Employer outreach via telephone and mass mailings
- Maintaining a “library” of employment and advanced study resources (both electronic and hard copy)
- Assisting with marketing career services utilizing social media, student portals, etc.
- Maintaining job postings on portal
- Collecting and gathering post-graduation data for analyzing and publishing in Annual Placement Report via mass mailings, telephone and emails.
- Conducting Workshops

The candidate must:

- Have a strong interest in career development in higher education.
- Be enrolled in a college program with focus on this relevant area of study.
- Be proficient with Microsoft Word, Excel and Power Point.
- Possess excellent communication skills: verbal; written; presentation.
- Have the ability to work and collaborate professionally with staff, faculty and students.
- Be willing to be part of a holistic student services effort.

To apply for this internship position, please send a letter of interest with a resume to:

Karen Diaz, Director
Office of Career Services
Benjamin Franklin Institute of Technology
41 Berkeley Street
Boston, MA 02116
kdiaz@bfit.edu