Massachusetts Bay Community College Office of Career Service Graduate Level Internship Description:
10-12 hours /week, Academic Year starting in Fall 2010 and ending May 2011

The Intern will be responsible for the following:

- Assisting the Office of Career Services with increasing and strengthening Employer Relations, Career Programming, Job and Internship Development, Job Search, Resume and Cover Letter Writing and more.
- Working closely with faculty, staff and students to plan, implement and measure career programs.
- Using Social Media Marketing to promote Career Services events, services and resources.
- The Intern will be strongly involved in the operational component of the Career Closet Program, a Program designed to help students, alumni and dislocated workers gain professional readiness skills through workshops including: Career Exploration, Job Search, Resume and Cover Letter Writing, Interviewing Skills and Professionalism through Technology. After participating in the Career Closet Program students either get an interviewing suit from Dress for Success (women) or our on-campus Career Closet (men).

Qualifications:

- Ability to collect, analyze and report on data trends in all services and products.
- Interpersonal skills a must
- Ability to multi-task
- A fast-learner
- Experience with helping others set and reach goals is preferred

Contact:

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