Northeastern University
Career Development Internship/Practicum

The Department of Employer Engagement and Career Design sponsors supervised internships and practicums. This opportunity is designed to provide those seeking to gain experience in the field with broad exposure in all aspects of career services as well as in-depth experience in career counseling.

Overview

Northeastern University’s Employer Engagement and Career Design is looking for graduate level practicum participants and career changers with a graduate degree who want to gain experience working in a multifaceted, dynamic Career Development office. Employer Engagement and Career Design (formerly Career Development) has been consistently ranked in the top 3 by The Princeton Review since 2011.

The Department strongly believes in training the next generation of career counselors and has invested considerable time and resources in creating an academic year internship program (September to end of April or May) that includes formal training and supervision as well as developmental learning, reflection, and career coaching. This approach has earned the Department a reputation as a model training site for aspiring career services professionals.

An internship in Employer Engagement and Career Design provides an educational opportunity for graduate students, as well as those with prior graduate level education, to have a professional experience that will be helpful for a career in the area of career development and/or student affairs. The internship provides participants with an introduction to the type of work roles performed within a career development office and teaches the Intern the skills necessary to be an effective professional in the field. Specific learning goals for Interns include delivering educational workshops, critiquing resumes and cover letters, and providing individual career coaching to students.

Time Commitment

A minimum commitment of 12 to 13 hours per week between the hours of 12:00 noon and 7:00 p.m., over at least two days is required. However, to gain additional experience, Interns are welcome to extend their hours during the academic year or through the summer months to more fully explore career counseling practices. This is an unpaid internship, for two semesters, but academic credit can be applied as part of a practicum experience.

We are currently taking Intern applications for the academic year (August 2020 – April 2021), with Spring and/or Summer designated for training.

Orientation and Training

Interns are oriented to Employer Engagement and Career Design at the start of their internship and receive training throughout the internship. As part of orientation and training:

- Interns participate in two weeks of structured training in and one training session at the end of Fall Semester. This training is held by staff specifically to mentor interns;
- Interns receive a minimum of one supervision meeting per week;
- Interns may participate in Lunch and Learn Sessions;
We encourage Interns to join the Career Counselor Consortium, who present Professional Development Seminars with topics ranging from “New and Aspiring Career Counselors,” “Employer Panels,” and other programs;

Interns may conduct information interviews with Employer Engagement professionals, Career Counselors, and Co-op Professionals; and

Interns have the opportunity to shadow Career Counselors in their work and observe Career Counseling Sessions.

**Mentorship**

Ongoing mentorship is a critical part of the internship process. Interns will be matched with an experienced staff member who will serve as their mentor for the year. Interns meet with their mentor to review learning goals and development plans, to discuss and process career counseling sessions, and to guide interns throughout the year.

**Experiential Learning**

After an appropriate initial training period, Interns develop their skills through experiential learning, which may include:

- Conducting up to 30 minute individual student/alumni engagements in the Career Studio for resume, cover letter, and LinkedIn profile reviews (Fall semester) and additional topics, such as internship/job search, interviewing, and salary negotiation (Spring semester);
- Teaching workshops, classes, and webinars on internship/job search, LinkedIn, advanced interviewing, and salary negotiation as scheduled;
- Teaching small group job search sessions for both U.S. and international students;
- Assisting with marketing and staffing signature events such as Career Fairs, Networking Nights and Career Conversation Series;
- Assisting with special projects as needed;
- Conducting classroom presentations and orientations.
- Gain exposure to assessment and potentially administer assessment instruments, including SkillScan, and other assessments;
- Conducting evening workshops to deliver to residence halls and student groups.
- Interns or practicum students who provide more than 12 hours per week will gain the opportunity to help plan employer integrated programs, like ResuMakovers and others.

**Career Counselor Assistant**

With a mentor’s recommendation, the intern can move into a Career Counseling Assistant role. This will provide the Intern with the opportunity to work with students in individually scheduled appointments to assist them with their job and internship search, choosing or changing majors, exploring careers, decision-making, goal setting, and career management issues.

To apply, please send a cover letter and resume to: Anne Grieves, Internship Manager, at a.grieves@northeastern.edu

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