



Posting Details

WORKING TITLE	Outreach Intern
NUMBER OF OPENINGS	1
POSITION OPEN DATES	March 8 - 29, 2023
DESIRED START DATE	Aug. 14, 2023 (flexible)
LOCATION	Hybrid – This position requires work to be conducted at the Career Center. At the discretion of their supervisor, this position may partially work remotely/virtually.
HOURLY PAY	\$16.50
HOURS PER WEEK	10-15 hours per week including some weekends and evenings
SUMMER EMPLOYMENT	Not Required
EDUCATIONAL REQUIREMENT	Must be a currently enrolled student at CSU
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> • Willingness to fully support the Career Center's mission and philosophy • A demonstrated commitment to social justice, diversity and inclusion • Must have basic computer skills, including working knowledge of Microsoft Office Suite
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Strong organizational and project management skills • Ability to work autonomously and as a team member • Dependable, motivated, and have strong verbal and interpersonal skills • Willingness to maintain a flexible schedule to accommodate outreach event needs

Essential Job Duties

POSITION SUMMARY	The Outreach Intern leads outreach efforts for the Career Center with support from the Director of Operations & Assessment as well as other student staff. This includes being an ambassador for the Career Center through multiple channels as well as supporting Career Center events.
CAREER DEVELOPMENT	<ul style="list-style-type: none"> • Learn about and be able to apply career development resources at the Career Center
CREATIVITY	<ul style="list-style-type: none"> • Develop and implement creative promotional plans aimed at increasing the Career Center's visibility among campus and student populations most especially traditionally underserved student populations
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> • Utilize available resources to accurately answer questions from our guests and members of the campus community regarding Career Center services.
DIGITAL PROFICIENCY	<ul style="list-style-type: none"> • Manage sign-up sheets for events through digital means as well as track student engagement through online career management software
GLOBAL CONTEXT	<ul style="list-style-type: none"> • Support students from many different backgrounds, including international students, undocumented students, low income students, and first generation students
INCLUSIVE TEAMWORK	<ul style="list-style-type: none"> • Shape the experience of each student/guest/constituent by building peer-to-peer relationships, staffing the front desk, and assisting with daily operations.
LEADERSHIP	<ul style="list-style-type: none"> • Develop and implement creative promotional plans aimed at increasing the Career Center's visibility among campus and student populations most especially traditionally underserved student populations
PERSONAL ACCOUNTABILITY	<ul style="list-style-type: none"> • Manage own schedule, be accountable to working remotely and in person, and communicate regularly with supervisor regarding progress.
VERBAL & WRITTEN COMMUNICATION	<ul style="list-style-type: none"> • Recruiting for and staffing events and actively promoting the Career Center through multiple channels, including outreach fairs, plaza promotion, email, social media and delivering presentations throughout the CSU campus community to educate on how students and alums can engage with our office and utilize our services. • Regularly communicate with Career Center staff regarding sign-up needs and promotional plans.