

Fieldwork Opportunity at University of Redlands Student Employment

Description of Internship (duties and responsibilities):

The Student Employment offices has 1100 undergraduate students working on and off campus in various student positions. The Interns in this position would meet with new students to review their application, work history, talk about the open positions and refer the students to open and available position. Some basic job coaching will be needed – how to contact supervisor, what to say during interview and details on how to follow up. Ideally, we like to place undergraduate students in work positions that complement their career goals, interests and one that matches their available open hours. The interns would be trained in August, so they would feel comfortable in September to meet with and refer students to the various open positions. The office has normal business hours, 8 a.m. -5 p.m. Monday – Friday. I have worked with interns in the past who work as little as 15 hours a week or up to 40. I will work with students based on their availability. It would be ideal if the intern had a set schedule so we could plan their appointments.

Intern Qualifications:

Open to any student within the program. Can modify the position based on skill level, but looking for candidates who interact well with others, want to work with students in a small group or one-on-one setting.

Assignment Start Date:

Mid August 2017

Assignment End Date:

Early October 2017

Internship Schedule (mandatory days and hours):

Flexible hours between 8 a.m. – 5 p.m.

Is the Site Flexible with Schedule?

Yes

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

No

Number of Openings:

3 openings

How to Apply:

Please email a brief introduction and resume to Kathryn_wood@redlands.edu

Additional Information:

On the job detail training will be provided.

<http://www.redlands.edu/admissions-and-aid/student-financial-services/student-financial-services-undergraduate/student-employment/>