

Fieldwork Opportunity with the University of Redlands Professional Development Office in the Student Development Center

Description of Internship (duties and responsibilities):

Reporting to the Assistant Director and Associate Director of Professional Development, the Professional Development Intern will assist with various initiatives associated with the design, coordination, and delivery of comprehensive career/professional development services and related programming for students/alumni from the College of Arts and Sciences, School of Business, and School of Education. The intern could assist with: counseling, facilitating workshops and seminars, organizing and conducting events, and supporting internship development and employment opportunities for University of Redlands students and alumni.

For more information about Professional Development, go to:

<http://www.redlands.edu/student-affairs/professional-development/>

Intern Qualifications:

Bachelor's degree required; one (1) year of experience preferred, providing direct counseling to students and/or alumni. Successful candidate will possess strong interpersonal skills, excellent verbal and written communication skills, along with experience in training and development, and a working knowledge of career-related resources on the Internet.

Demonstrated experience with both traditional age college students and non-traditional adult students a plus. Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

Assignment Start Date:

Rolling; dependent on applicant availability on or after 6/15/18

Assignment End Date:

Rolling; minimum 4 month commitment, dependent on department need

Is the Site Flexible with Schedule?

Flexible daytime hours Monday through Friday. Could include evenings up to 9:00 p.m. Hours need to be consistent on a weekly basis.

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

Not at this time

Number of Openings:

2 openings

How to Apply:

Please email your résumé and cover letter to Lauren Wooster at professional_development@redlands.edu

Additional Information:

Initial orientation and on-going training will be provided which will include, but is not limited to: reading assignments, case studies, document drafts, shadowing, presentations, and local conferences, among others.

Open until filled.

Professional Development website: <http://www.redlands.edu/student-affairs/professional-development/>