



CAREER SERVICES MULTICULTURAL INTERNSHIP AND MULTICULTURAL PROGRAMS Graduate Assistantship Position Description

URL for more information:

www.sa.psu.edu/career

Contact person for more information:

Chris MacGill

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Purpose:

To coordinate the Multicultural Internship Program (MIP) and assist the Associate Director for Programming with other programs designed to promote the career development of students from under-represented groups at the University Park Campus.

Principle Responsibilities:

1. Meet with and counsel ethnic minority students interested in experiential education opportunities; assist students from under-represented groups with the internship application process and questions related to the internship search.
2. Review and update the online application process for both employers and students and evaluate the website
3. Promote participation in the program through outreach programs and correspondence with student groups.
4. Promote participation in the MIP to employers through meetings and written correspondence.
5. Update and maintain the MIP database of internship opportunities.
6. Maintain positive working relationships with MIP internship site coordinators and supervisors.
7. Liaison with the designated minority representatives from the ten colleges, AAP, and MRC in an effort to increase student participation in MIP.
8. Together with the coordinator of the Spring Career Days, coordinate all aspects of publicity for the Steppin' Up program and coordinate and implement all of the arrangements for the Career Planning Conference for Multicultural Students, a part of Steppin' Up as well.
9. Assist the Associate Director for Programming with special programs such as *diversityCHAT.PSU* (connected to Fall Career Days) and the Multicultural Networking Reception (connected with Education Career Day).
10. Attend staff meetings and assist with other office functions.
11. Support Career Services through participation in programs, recruiter duty, drop-in counseling, start-up programs.
12. Other duties as assigned.

Principle Learning Outcomes:

- Demonstration of interest in and ability to learn about individuals different than oneself
- Understanding of the characteristics of effective educational interventions
- Ability to apply theory to develop effective educational programs
- Experience-based evidence of management skills
- Experience-based evidence of program implementation
- Demonstration of self-management

General qualifications:

Be a graduate student in good standing. Have an interest in and ability to learn the counseling and administrative aspects of the career services profession, in particular, experiential education; be at ease with and proficient in the delivery of career-related counseling; have the ability to work closely with employers, faculty, and staff as well as students; and possess strong oral and written communication skills. Finally, the candidate must be committed to providing career services to diverse minority student populations.

To Apply:

Please submit a letter indicating your interest to Christina E. MacGill, Associate Director for Programming, 105 Bank of America Career Services Center, Career Services, The Pennsylvania State University, University Park PA 16802.