

**THE CAREER CENTER  
UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN  
UNDERGRADUATE STUDENT SUMMER INTERNSHIP**

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**Type of Position:**

Summer Internship: May 17 - August 6, 2021

Approximately 15 hours weekly, Monday - Friday during regular business hours. Precise schedule of these hours arranged upon hire.

**Description:**

The Career Center (TCC) is seeking two (2) energetic and customer oriented undergraduate summer interns. The internship focuses on working alongside TCC staff in designing and creating best outreach methods for current students, incoming students, and parents. The interns will have the ability to work on both small and large projects as well as receive ongoing personalized, professional development help from TCC staff. These positions require strong organizational skills and the ability to work in an environment that can be collaborative, as well as independent at times.

**Duties & Responsibilities:**

Teamwork & Collaboration

- Interns will work in partnership to complete tasks assigned by The Career Center staff

Critical Thinking & Problem Solving

- Design and develop innovative methods to reach students
- Assist students by providing one-on-one resume, cover letter, and LinkedIn profile reviews, virtually and face to face
- Assist students by providing drop-in advising on career-related topics such as major exploration and job/internship searches

Work Ethic

- Present The Career Center's services and resources to incoming students and parents
- Meet regularly with supervising Assistant Director of Academic & Campus Outreach

Written & Oral Communication

- Provide customer service to visitors of The Career Center as the primary point of contact through telephone, email, and face to face interactions
- Facilitate presentations focusing on various career development topics, as requested by the campus community

Technology

- Utilization of Microsoft Word, Excel, and PowerPoint, Illinois Media Space, Learn@Illinois Moodle, as well as Google web-based software

**Qualifications:**

- Currently enrolled undergraduate student
- Must be able to dedicate 15 hours per week during regular business hours Monday-Friday, with the possibility of occasional weekend commitments
- Must be in good academic standing and uphold university student code of conduct
- Must be able to work a mixed schedule of remote and in-person, in accordance with The Career Center service delivery at the time
- This position may be funded through federal work-study program, which is a type of financial aid. **The successful candidate is expected to complete a 2021-2022 FAFSA application, if eligible**, which may be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine eligibility for the federal work study program.

**Compensation:**

\$11.00 hourly

**Application Procedure:**

Application deadline is Monday, May 3, 2021 at 5:00 pm. Interested candidates will need to **email**, in one file/document, a resume, cover letter, and a brief 250 word writing sample on "*How does this position fit into your personal and professional goals?*" to: