

Central Piedmont Community College  
Career Services  
Counseling Externship for Graduate Students

#### Training program description

Career Services offers unpaid training opportunities for graduate students enrolled in counseling master's programs or related fields. Trainees have the opportunity to provide career counseling on an individual or group basis, engage in outreach with the campus community, and develop knowledge of Career Services operations by participating in center activities such as our annual Job Fair and on-campus recruiting program. To enhance the development of their clinical skills, trainees will receive individual supervision from a trained counselor.

*Equal Opportunity  
Institution*

The program can accommodate trainees looking for a 10 to 20 hour per week training experience. Interested applicants must commit at least one academic semester to the training program and be available for a day long orientation before the beginning of that semester. Training opportunities are only available at our Central campus location and no evening or weekend hours are available.

#### Training experiences

##### Individual clients:

- Career counseling – Provide one on one counseling to individual students making career decisions and/or seeking career information. Use assessments such as the Myers Briggs Type Indicator, Strong Interest Inventory and Bridges in the counseling process.
- Resume writing – Assist students one-on-one in developing both chronological and functional resumes. Critique rough draft student resumes, recommend customized formats to meet individual situations and explore issues related to career development warranted by information on the resume. This exploration often leads to individual counseling appointments.
- Mock interviews – Conduct video-taped mock interview sessions with students, providing feedback at the conclusion of each session.

##### Group experiences:

- Classroom presentations – Co-present to classes on topics including: Overview of Career Services, Resume Writing, Interviewing and other career related topics as requested.

#### Application procedure

Interested applicants must be available for an entire semester as well as a day-long training before the beginning of the semester. Due to staff scheduling we cannot accommodate trainees who apply after the semester is underway.

3/25/2010

To apply, please send the following materials:

- Letter of interest
- Current resume listing all relevant education, work experience
- Practicum requirements for graduate program

Materials can be submitted to:

[Carrie.Konczal@cpcc.edu](mailto:Carrie.Konczal@cpcc.edu)

Qualified candidates will be invited to interview for the position(s). Please call 704-330-6551 for additional information.

Why should you consider CPCC Career Services?

Central Piedmont is the largest of the 58 North Carolina Community Colleges. Our students come from diverse racial/ethnic and geographical backgrounds, and CPCC is home to many international students. In contrast to students at 4-year institutions, CPCC students range in terms of age, career interests and socioeconomic status.

Resources available through CPCC Career Services:

- Myers-Briggs Type Indicator and Strong Interest Inventory online assessments
- Connections online job posting system using CSO Research
- Bridges Choices planner
- WinWay resume writing software

All CPCC career counselors have master degrees in counseling or a related area and many have NCC and/or LPC credentials. Our staff prides itself on innovation and creating a team environment.

CPCC Career Services maintains relationships with many area employers and hosts an annual job fair, one of the largest in the Charlotte area.

We value our graduate interns and strive to offer them expert training and exposure to a variety of professional career services including virtual options.

Thank you for your interest in joining us for an externship.

3/25/2010