



Internship Coordinator

Student Engagement & Enrollment Services, Career Development Services

Number of positions: 1

Job Summary: The Graduate Assistant will advise and counsel students on the relationship between majors and careers and assist in the decision-making process. This role will also serve as the Internship Coordinator for the Strome College of Business.

Office Website: <https://www.odu.edu/cds>

Duties & Responsibilities:

- Update Handshake and Excel on an as needed basis to compile student information and provide reports to supervisor
- Update and facilitate presentations on all career related topics to various students' organizations, classes, and conduct workshops as needed for CDS; Note: some weekend and evening work will be required
- Meet with students face-to-face and remotely/virtually (via Zoom) to provide career-related coaching advice, share Career Development Services resources, guide in the job and internship search, conduct mock interviews, and other needs as requested
- Meet regularly with other Graduate Assistants in CDS and work as a member of the CDS GA team
- Collaborate with SCB Advising Office and SCB faculty members for referrals
- Update internship documents as needed
- Create, format, and develop the weekly newsletter for the academic college to market career related events, jobs and internships for students
- Market and attend various employer information sessions, on-campus recruitment/interview events, and all required CDS events
- Gather data to measure results of all programs/workshops/presentations
- Utilize excellent English writing skills and computer proficiency
- Advise and counsel students on career-related issues
- Make appropriate referrals to campus resources
- Assist students with internship and job search
- Identify internship opportunities and provide links between students and potential employers

Required Skills:

- Excellent written and oral communication skills; to include ability to conduct oral presentations and facilitate workshops and programs
- Experience and strong interest in Human Resources, Coaching, or Counseling preferred
- Demonstrated coaching and counseling skills
- Able to work with a diverse population
- Experience in creating Power Point presentations
- Strong computer skills to include all MS Office products; Excel is required
- Strong interpersonal and customer service skills



- Strong organizational and time management skills
- Able to handle multiple tasks simultaneously and be adaptable
- Able to work independently and within small groups
- Must be able to articulate well, both verbally and written, and able to use electronic methods to communicate with customers.

Employment Schedule/Hours: Must work 20 hours a week. A willingness to be flexible to meet the needs of Career Development Services/ SEES and needs of students is required. Occasional evening or weekend work with advance notice. Note: Attendance is required for all major CDS and Strome College of Business events, i.e., Career Fairs, Internship Fairs, Graduation, Preview, Admitted Student Day, Transfer Tuesday, Accounting Fair, Open House, etc.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal.

For More Information, Please Contact:

Kacey Schaum, Associate Director of Experiential Learning, Career Development Services and Liaison to Strome College of Business

Position Reports to: Kacey Schaum

Knowledge and Skills Derived from Experience:

- Verbal and written communication skills
- Organizational and presentation skills
- Coaching and career development skills
- Technology skills
- Knowledge of business and hiring practices
- Time management skills

Compensation: \$10,000 (\$5,000 per Fall & Spring semester with summer consideration)

Length of Assistantship: Over a 10-month period

How to Apply: Apply through Handshake and/or email a resume and cover letter directly to Kacey Schaum at kschaum@odu.edu



