



PROGRAM: Los Angeles City College Noncredit Adult Education Department

JOB TITLE: Unclassified Paid Intern - Counseling Assistant

COMPENSATION: \$20.29/hour

POSITION START DATE: Begins immediately and extends through 2022- 2023 academic year

Under the direct supervision of a counselor, the Unclassified Paid Intern serves a critical role in monitoring and guiding noncredit college students at Los Angeles City College to identify and successfully complete their educational goals. Successful candidates will have strong listening, organizational, presentation, and research skills. The incumbents must also exhibit initiative, motivation, and a strong desire to help adult learners and students with limited English proficiency explore and discover their academic and career options. Applicants must be able to work with frequent interruptions in a fast-paced, high-volume office.

Unclassified Paid Intern receives supervised practical learning, experience, or teaching that enables the individual to gain and apply knowledge related directly to their academic and career goals. They are enrolled as full-time upper-division or graduate students at an accredited college or university and are part-time at-will employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076

REQUIREMENTS

- Must be enrolled as a full-time upper-division or graduate student at an accredited college or university in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work (MSW) or career development, or related field for the duration of the internship.
- Available to work 15-25 hours per week, during the following hours:
 - 8:30 AM- 7:00 PM Monday-Thursday | 8:30 AM - 1:00 PM Friday
 - 8:30 AM - 1:00 PM rotating Saturday shifts
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required
- Must be comfortable using MS Word, Excel, and PowerPoint, and other computer software & programs
- Must be able to commit to the 2022-2023 Academic Year, graduation date of 2022 or beyond preferred
- Proficiency in a foreign language such as Spanish, Korean, Russian, or Armenian preferred
- Access to reliable transportation

JOB DUTIES

- Assist counselors in coordinating, developing, and facilitating Noncredit Adult Education orientation workshops, program information sessions.
- Assist Adult Education students with college application, class registration, and student service office processes
- Advise Adult Education students with course selection and registration, provide referrals for services and general information about noncredit programs including but not limited to, High School Equivalency and IET certificates such as IHSS and Hospitality
- Assist in the administration of CASAS intake and assessments for course placement, proctor and coordinate CASAS pre and post-tests
- Assist Adult Education students by facilitating program orientation, workshops, and information sessions to support learning on campus and in a virtual setting
- Assist Adult Education students to access remote learning by helping download and navigate Canvas, download and use Zoom, set up and check student email, follow-up with tutoring services, and set up counseling appointments
- Monitor, communicate and provide follow-up for students for Core Performance Reporting
- Be a liaison between the student, their instructors, and department administration
- Update system to log and record student information: student appointments, drop-in questions, request a student

- password reset, student resource scholarship application
- Participate in weekly online staff meetings and/or training and take part in professional development opportunities
- Other office duties as assigned to support Noncredit students including but not limited to EL Civics on-campus/online class support, referrals to other programs, and connections to other services on and off-campus
- On-campus and off-site location class visits for student services processes with assigned student caseloads
- Assist in proctoring and coordination of GED examination processes
- Participate with LACC Noncredit Adult Education Department at campus and community events
- Other office duties as assigned

APPLICATION PROCESS

Interested applicants should email resume and unofficial graduate school transcripts to Dr. Imelda Perez, perezi@lacitycollege.edu, and Dr. Raquel Michel-Jackson, michelrc@lacitycollege.edu. Please indicate your expected graduation date on your resume. Deadline: Open until filled