

CAREER DEVELOPMENT VOLUNTEER OPPORTUNITIES

Career Services offers volunteer opportunities to qualified graduate students in Counseling Psychology, Higher Education, or related fields. The program is designed to equip graduate students with knowledge and skills essential to helping others in their career development, which may include career/life planning and internship/job search. The competencies graduate students acquire through participation in the program will help them to perform effectively as career counseling or student affairs professionals. Specific responsibilities will be determined on the basis of each student's interests and competence, and Career Services' needs. Graduate volunteers are expected to work 5-10 hours per week (not including breaks) and are unpaid.

Potential Activities and Responsibilities

1. **Observation:** Sit in on classes, groups, drop in advising, and outreaches conducted by professional career counselors.
2. **Teaching:** Assist with teaching the career exploration or career planning courses.
3. **Special Projects:** Assist with reviewing, planning, and developing materials for web site and resource room. Other special projects may be available depending on student's interests and competence and Career Services' needs.
4. **Career Advising:** Provide assistance to students during the regularly scheduled drop in hours (2:00-4:00pm). Assist students with a variety of issues, including career/major decision-making, internship/job search strategies, graduate school application, resume and cover letter writing, interview preparation, and other career development concerns.
5. **Program Evaluation and Planning:** Assist staff of Career Services in evaluating and enhancing the delivery of services.

Application Process

To apply, submit the following to Career Services (CareerServices@wsu.edu) :

- 1-cover letter detailing your interest in this position & highlighting relevant experience
- 2-resume
- 3-names and contact information of two references

Contact Career Services at (509) 335-2546 if you have any questions.