



Title:	Career Resources Intern
Hours:	Part time, flexible hours. Some work may be done remotely with supervisor approval.
Salary:	\$3000 stipend/Free on campus parking
Reports to:	Director of Center for Career & Professional Readiness
Available:	May – August 2026
Posting Closes:	Open Until Filled

Summary

The Career Resources Intern supports the development and delivery of career-focused content for students, with an emphasis on Liberal Arts programs. This role collaborates closely with faculty, alumni relations, and web services to create engaging, accessible resources that connect academic programs to career outcomes. The intern will gain hands-on experience in career services, content development, and cross-campus collaboration.

Essential Job Functions

- Develop and curate career-specific resources for Liberal Arts programs, including career options, job market information, and transferable skills
- Partner with Alumni Relations to create Alumni Spotlight content for the Career Services webpage, highlighting career journeys and outcomes
- Collaborate with deans and academic faculty to develop accurate, relevant, and student-centered career content
- Work with the Web Team to publish and update content on the Center for Career & Professional Readiness (CCPR) webpage
- Other responsibilities as assigned by Director

Qualifications

- Currently enrolled in the Student Affairs Administration graduate program
- Strong interest in Career Services, student development, or higher education
- Proficient with technology and comfortable learning new digital platforms
- Excellent written, verbal, and interpersonal communication skills
- Ability to collaborate effectively with faculty, staff, and campus partners

Preferred Skills

- Experience with content creation, web publishing, or digital communications
- Familiarity with career development theories or student support services
- Strong organizational skills and attention to detail

Method of Application

Please submit a résumé and letter of interest to Luanne Wedge, Director of Center for Career & Professional Readiness, at lwedge@grcc.edu