BU Center for Career Development Internship

The Boston University Center for Career Development (CCD) seeks to educate and empower students and alumni to make informed decisions regarding their academic and career development. Through comprehensive and innovative career programming and resources, the CCD helps prepare and position students and alumni for the diverse, competitive and global job market. Our office partners with employers from a wide range of sectors and industries who recruit from the BU community for internships and full-time positions.

In order to effectively engage students by offering the most relevant and informed career services, the CCD regularly evaluates opportunities to embrace cutting-edge programs, platforms and technology to complement existing career development resources such as workshops, résumé and cover letter reviews, career fairs and individual career counseling sessions.

With a recent increase in available career products for purchase or partnership, the CCD must determine which of these technological offerings best serves the interests of students, yields effective outcomes and is manageable given available resources.

A self-motivated student who wants to hone their project management skills and critical thinking in a higher education setting would be the ideal candidate for the CCD Internship. With guidance and supervisory support, the intern will assess the CCD’s current career resources and needs, research new career tools, and make recommendations to CCD staff based on findings. The intern will help identify new applications, programs and partnerships that might be user friendly, relevant, and beneficial to students and alumni throughout their career development.

Internship tasks will include:

- Developing an understanding of the CCD’s mission, current resources/offerings, existing partnerships and outreach efforts
- Shadowing CCD staff to learn more about the workshops, programs, counseling and other career resources and services provided
- Meeting with each of the four CCD teams to understand the department’s organizational structure/synergy
- Identifying gaps in current CCD services that can be filled or enhanced by technological applications/partnerships
- Researching and critiquing multiple career services tools, programs and partnership opportunities – the majority of which are web/mobile applications
- Collaborating with CCD student employees to gain peer input and feedback about possible applications/programs
- Communicating with application/program developers, sales staff and CCD team members to inform research and schedule possible demonstrations/webinars
- Crafting S.W.O.T (Strengths, Weaknesses, Opportunities, Threats) analyses of potential programs/applications/partnerships, including cost(s) if applicable
- Proposing if appropriate and approved, plan(s) for implementation, with particular emphasis on appeal to students and ease of use by staff
- Presenting findings and recommendations at a CCD staff meeting
• Participating in other daily operations and networking events (i.e. greeting employers at info sessions, shadowing a resume review, attending CCD workshops)
• Learning about the changing landscape of career development in higher education

Candidate requirements:
• Excellent oral and written communication skills
• Strong organizational skills and attention to detail
• Excellent time-management skills and ability to meet project deadlines
• Creative and collaborative problem solving
• Microsoft Office proficiency; Excel and Power Point experience a plus
• Basic technical knowledge, interest, and aptitude (social media, web and mobile applications)
• Eagerness to learn more about career development, innovation processes and how this project might advance change in the workplace

Benefits of the internship experience include:
• A basic understanding of career services in higher education
• Participation in CCD programs and resources to further intern’s own career development
• Collaboration with CCD teams (counseling & programs, employer relations, marketing & communications, and student outreach)
• Managing a project from start to finish
• An understanding of the latest technological applications and tools for career exploration
• Exercising communication, research and analytical skills
• Networking opportunities with the BU community, employers and third party representatives
• An opportunity to give input about ways to better connect students with the CCD’s employer events, programs and resources
• Exposure to current workforce needs, trends and opportunities
• Real-world work experience in an office environment

Hours of Internship:
The CCD’s hours of operation are Monday-Thursday 9am-7pm and Friday 9am-5pm. Each week within that timeframe, the CCD intern’s 6-10 hours will follow a set schedule that will accommodate his/her other academic commitments. The CCD is located on the fifth and sixth floors of the Yawkey Center for Student Services at 100 Bay State Road.

How to Apply

Please apply online at http://www.bu.edu/casprograms/programs/internships