Career Services Intern

General Summary:

Hellenic College, through its Career Service initiatives, assists in training undergraduate students to prepare for their professional future. Through internships, career fairs, and career nights that encompass resume writing, job interview skills, networking, and career counseling with professional counselors from Boston-based universities, Hellenic College undergrads will be better equipped for what comes after college graduation. The Career Services Work Study Intern will provide important assistance with these various projects and events. The position is based out of the Office of Vocation & Ministry.

Position Information:

- Hours: Up to 10 hours a week
- Hourly Rate: Undergraduate student - $10/hr, Graduate student - $12/hr
  (These rates reflect the demanding nature of the workload; as such, students should not expect to have time to do homework or socialize during work hours).
- Work hours are determined based on the existing workload of the Career Services Coordinator and the employee’s availability.
- Some weeknight and weekend event attendance will be required.

Requisite Skills:

- Excellent organizational skills
- Strong written communication skills; editorial experience preferred
- Proven project and task management skills
- Public relations mindset preferred
- Strong event planning skills
- Self-motivated
- Microsoft Office proficient
- Strong attention to detail
- Team player
- Multi-cultural sensitivity
- Outgoing and upbeat attitude

Specific Tasks Summary:

Tasks may include but are not limited to:

- Assisting in writing and editing fliers and other relevant materials
- Managing LinkedIn account
- Assisting in choosing and communicating “Career Tips” to HCHC Senior Designer for publishing on social media sites
- Organizing digital files and photos
- Assisting with Career Service events
- Posting and distributing fliers
- Retrieving the mail
- Other administrative duties as assigned

Number of Positions: 1

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