



## College and Career Counseling Intern

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### **Position Summary**

The *College and Career Counseling Intern*, under the direction of the Director of College and Career Counseling, will receive training and hands-on experience with the counseling model used to support students at Making Waves Academy. While there is an emphasis on four-year colleges and university admission and matriculation, MWA supports students in identifying postsecondary education plans that are a “fit” for each student in supporting students to achieve and fulfil their dreams and aspirations. The *College and Career Counseling Intern* will have the opportunity to apply their knowledge and skills in a professional setting, especially as it relates to students’ postsecondary pathways awareness and exposure, postsecondary skills development, and access to enrichment opportunities. To this end, the *College and Career Counseling Intern* will collaborate effectively with College and Career Center staff to carry out this work.

**Title:** College and Career Counseling Intern

**Division:** Upper School

**Location:** Richmond, CA

**Reports to:** Director of College and Career Counseling

**Status:** Non Exempt

### **Primary Responsibilities**

#### *Postsecondary Pathways Awareness and Exposure*

- Under the direction of the Director of College and Career Counseling, work effectively with the College and Career Counseling team to provide direct counseling to students in exploring career industry sectors and the relevant postsecondary education needed to enter and compete in those fields.
- Support college and career exploration programming, including Career Day, Case Study and College Fair, and curriculum for Advisory.

#### *Postsecondary Skills Development*

- Work effectively with the College and Career Counseling team to provide direct counseling to students in developing their holistic life dream – a vision for the future that provides motivation to persist through high school, postsecondary education, and career.

#### *Enrichment Opportunities*

- Work effectively with the College and Career Counseling team to provide direct counseling to students in identifying areas of growth within their extracurricular activity involvement, and to provide coaching to pursue the appropriate enrichment opportunities: community service, school clubs, artistic or athletic involvement, work experience, educational programs, leadership experience, internship experience, or a capstone project.

### Other Duties

- Work effectively with the College and Career Counseling team to meet the operational needs of the College and Career Center.

### **Qualifications**

#### Educational Requirement

- Currently enrolled in an accredited college or university where this internship will be used towards credit hours.

#### Experience

- Making Waves Academy mission and core values alignment
- Interest in college and career counseling preferred
- Experience working with students and families from historically underserved communities
- Spanish language proficiency desired but not required

### **How to Apply**

Please send cover letter and résumé to Jon Siapno at [jsiapno@mwacademy.org](mailto:jsiapno@mwacademy.org). Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.