RICHARD M. FAIRBANKS SCHOOL OF PUBLIC HEALTH
Career Services Practicum Description

The Richard M. Fairbanks School of Public Health at the IUPUI campus seeks a HESA practicum student in the area of Career Services. The mission of Career Services within the Fairbanks School of Public Health is to provide students with career coaching/advising, programming, and resources to empower them to invest in their professional development and achieve their career goals.

OVERVIEW OF POSITION

A practicum in Career Services provides an educational opportunity for graduate students to have a para-professional experience in a career office setting.

The practicum student will have the opportunity to plan and coordinate a number of career preparation events and programs within the school, will be trained to meet with students individually in career coaching sessions, and have the opportunity to gain experience in the areas of assessment and data collection in relation to students’ graduation outcomes reports.

The practicum student will commit to work 10 hours per week during the spring semester. They will meet with their supervisor, the Director of Career Development, on a weekly basis. The student’s areas of interest will be taken into account when determining specific projects and opportunities within practicum experience.

POSITION RESPONSIBILITIES

- Advise and coach undergraduate and graduate students on career development topics (e.g. résumé/CV writing, personal statement development, interviewing preparation, etc.)
- Plan and facilitate the Master in Public Health (MPH) poster presentation session – a culminating career development event for graduating MPH students held each semester
- Create and implement career development programming
- Work directly with the Director of Career Development on the implementation, analysis, and reporting of graduation outcomes data for the school
- Post incoming internship and job opportunities to the school’s job board and compile the weekly job and internship email
- Attend Career Services Council meetings at the campus level with the Director

DESIRED SKILLS AND COMPETENCIES

- Have an interest in advising/coaching students
- Demonstrate excellent oral, written, and interpersonal communication skills
- Ability to work independently and take initiative
- Maintain a high level of professionalism
- Work collaboratively with a team of professionals
- Creativity, ability to develop new programming and initiatives
- Strong presentation skills, organization and time management

To Apply: Please submit a résumé and cover letter to Sarah Johnson, Director of Career Development (shm@iupui.edu). If you have questions or would like to discuss the opportunity further, please feel free to contact Sarah.