



Career & College Readiness Internship Position Description

The ASPIRE Career & College Readiness Internship is an elective, transcript opportunity developed collaboratively with school administration, the counseling team, and a licensed teacher. This internship provides juniors and seniors with hands-on employability experience while supporting the ASPIRE/Career & College Center (CCC). Co-advised by a licensed teacher and the ASPIRE Coordinator, interns help expand ASPIRE's reach, assist peers, and develop practical workplace skills through hands-on work experience that supports career and college readiness.

Career & College Readiness Internship Position Responsibilities

1. Work with Co-Supervisors to identify internship projects

- Intern will create 2 short term and one long-term project for the term/semester.
- Projects will be developed based on ASPIRE/Career & College Center's need and student's personal interests/skills.

2. Set Clear Goals and expected outcomes

Define what you want to accomplish. Work with your co-advisors to make sure your goals are realistic and aligned with the CCC/ASPIRE priorities.

3. Plan your tasks for each goal and determine appropriate timeline for completion

Break your project into steps, tasks, and deadlines. Map out what needs to be done weekly to stay on track.

4. Gather resources and information

Identify the materials, tools, and information you need to complete your project, such as ASPIRE resources, CCR materials, event supplies, or forms.

5. Complete Project Tasks

Work steadily and proactively to complete each part of your project. Ask questions when needed and communicate progress with your co-advisors.

6. Check in Regularly with Your Co-Advisors

Share updates, get feedback, problem-solve challenges, and adjust your plan if needed. Regular communication helps keep your project moving smoothly.

7. Finalize Your Project and Update Personal Resume

Finish any remaining tasks, prepare final materials, and take time to update your personal resume.

8. Reflect on Your Experience

Write an essay reflection on what you learned, what skills you developed, and how your project supported CCC and student needs.

Career & College Readiness Internship Expectations

- ☐ Demonstrate reliability, responsibility, and a positive attitude.
- ☐ In addition to internship projects, interns will assist peers with career/college exploration and support as needed. Make sure to maintain confidentiality and respect student privacy at all times.
- ☐ Ask questions when unsure and refer students to the ASPIRE Coordinator when needed.
- ☐ Model professionalism and inclusion in the College & Career Center.
- ☐ Take initiative and keep a steady work pace so you can meet your internship responsibilities.

I, _____, understand the expectations and responsibilities outlined in the ASPIRE Career & College Readiness Internship Position Description. I agree to uphold these expectations, support the ASPIRE/Career and College Center in a positive and professional manner, and seek guidance from internship advisors when needed. I commit to being dependable, respectful, and proactive in my work.

Signature: _____

Date: _____