



Clearfield Job Corps Center Career Technical Training Internship

To apply, please email your cover letter and resume to the email contact below.

Department: Career Technical Training

Contact Name: Julie Brant Phone: 801-416-4626

Email: brant.julie@jobcorps.org

Position(s) targeted for internship assistance: **CTT Management & Programming**

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s)/Supervisor: Julie Brant, administrator and assigned staff members

Tier I Introductory

1. Overview of CTT program and tour.
2. Review of CTT policy and procedures and Manager responsibilities.
3. Observe Work-Base Learning. Visit employer partnerships.
4. Overview of transitions programming. Class observations.

Summary of Expected Outcomes: Intern will gain an overview and scope of

Tier 2 Exploratory

1. Review and update Personal Growth Seminar material.
2. Observe/Collaborate with other departments related to individual student program needs.
3. Observe/participate in staff meetings and Counselor/Mental health collaboration meetings.
4. Learn appropriate documentation and filing for student records.

Summary of Expected Outcomes: Intern will develop skills creating educational presentations on a variety of topics such as business engagement, diversity, self-care etc.. learn how to collaborate and network with multiple departments and maintain appropriate documentation.

Tier 3 Immersive

5. Teach/co-teach Professional Growth Seminars.
6. Review and recommend updates for the Counseling desk reference guide.
7. Evaluate Student Handbook to determine accuracy and recommend updates.
8. Review, update and compile documentation

Summary of Expected Outcomes: Intern will have hands-on experience in updating program guides and providing educational trainings.