INTERNSHIP OPPORTUNITY

Student Guidance & Education Counselling Intern

Type of Vacancy : Internship

Preferred education level (s) : Degree

Preferred Major (s) : Psychology

Organization details :

Company : FEN Education Sdn. Bhd.
Website : https://www.feneducation.com/
Address : 35-1, Jalan Austin Heights 3, Taman Mount Austin, 81100 Johor Bahru, Johor

Job Responsibility :

1) **Student Guidance & Education Counselling**
   - Assist Education Consultants in providing education and study pathway guidance.
   - Communicate with students to understand their academic interests, strengths, preferences, and career aspirations.
   - Assist students in exploring suitable courses, universities, colleges, and education pathways.
   - Support student follow-ups regarding education enquiries and applications.
   - Develop practical active listening, questioning, and interpersonal communication skills.
2) **Career & Interest Assessment**
   - Assist with non-clinical career, interest, and personality assessments used for education and career exploration.
   - Guide students through assessment procedures under supervision.
   - Assist in interpreting and organising assessment information for further discussion with the assigned consultant or supervisor.
   - Help students explore the relationship between their interests, strengths, education choices, and potential careers.
3) **Student Engagement & School Activities**
   - Participate in school education fairs, career talks, workshops, exhibitions, campus visits, and other student activities.
   - Engage with secondary school students and assist with education and career-related enquiries.
   - Support career exploration and student-development activities.
   - Gain practical experience communicating with students, parents, teachers, and education institutions.
4) **Research & Educational Content**
   - Conduct research on education pathways, career options, student development, learning behaviour, and related topics.
   - Assist in preparing educational and career guidance materials.
   - Develop student-focused content on topics such as career planning, study skills, motivation, education pathways, and personal development.
5) **Administrative & Digital Support**
   - Maintain student enquiry and follow-up records.
   - Assist with education-related data collection and documentation.
   - Support social media and educational content creation, including short videos and event coverage.
   - Learning & Practical Exposure

Through the internship, students will have opportunities to develop practical competencies in:

- Student guidance and education counselling
- Active listening and questioning techniques
- Career and education pathway planning
- Understanding student behaviour and individual differences
- Student engagement and communication
- Career and interest assessment
- Research and information analysis
- School programmes and education events
- Professional ethics and confidentiality
- Workplace communication and teamwork

For Guidance & Counselling and Psychology students, the internship will focus on applying relevant academic knowledge within an education guidance and student-development environment.

Please note that the internship is non-clinical in nature. Interns will not independently provide psychological diagnosis, psychotherapy, mental health treatment, or clinical counselling services. Matters requiring professional or clinical intervention will be referred to an appropriately qualified professional.

Job Requirements and Qualifications :

We would like to extend internship opportunities to students from Southern University College, particularly students pursuing:

1. Bachelor of Education (Honours) (Guidance & Counselling)
2. Bachelor of Psychology (Honours)

Benefits :

✓ Upon successful completion of the internship, you may be offered a full-time position with the company.

Person-in-charge :

Name : Jeff Teo
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