Graduate Assistant Position 2014-2015
Office of Career Services

The Graduate Assistant in the Office of Career Services will help the staff in the delivery of a broad range of career-related services, programs and resources for approximately 2,800 undergraduate and graduate students in the College of Arts and Sciences, the College of Professional Studies and the Hamilton Holt School as well as alumni of each of these programs.

RESPONSIBILITIES:
- Critique resumes and cover letters for students/alumni applying for a variety of positions including internships, full-time positions, graduate school admission and scholarships.
- Provide walk-in career counseling to assist students/alumni with major choice, career exploration, internship planning, graduate school, and job search strategies.
- Conduct resume writing workshops for students/alumni.
- Maintain and update the online database of internship listings by contacting internship site supervisors and requesting updated information.
- Observe and assist with career counseling appointments including interpretation of career assessment instruments and practice interviews.
- Assist the office with event promotion and marketing efforts, including maintaining and updating the office’s Facebook page.
- Create or update office handouts and website pages on resume writing, interviewing, cover letters, graduate school admission and online career research tools.
- Assist with major office events including Career & Internship Expo, etiquette dinners and networking events.
- Other office administration and support functions as assigned.

SKILL AREAS DEVELOPED:
- Practical application of career development theory for traditionally and non-traditionally-aged undergraduate and graduate students.
- Exposure to occupational decision-making dilemmas faced by students in a liberal arts setting.
- Knowledge of current trends in resume and cover letter writing.
- Awareness of employer relations functions.
- Practice in the development and delivery of skill and information-based workshops.
- Opportunity to shadow professionals in the field of career counseling and student affairs.

SUPERVISION:
The Graduate Assistant will report to the Associate Director of Career Services with additional supervision and guidance provided by the Director. The Office of Career Services is open M-F 8:30am-12pm and 1-5pm, with additional extended evening hours on Mondays and Thursdays until 7pm. The Graduate Assistant will work between 3 to 4 days a week and should be available to work primarily during afternoons and at least one
evening a week, for a total of 15 hours each week, during the fall and spring semesters. If you apply for this position, it is important that you are available to work within this time frame.

In addition, all departmentally funded GAs are expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” the last week in August and the two “Information Sessions” for prospective students during October and January.

**COMPENSATION:**

Graduate Assistant Positions will be compensated by tuition remission for up to six graduate credits per semester for the Fall 2014 and Spring 2015 semesters. The compensation will be treated as taxable income and taxes will be due on the tuition equivalent.

*This position has been filled for the 2014-15 year. Applications will not be accepted.*