Graduate Assistant Position 2015-16

The Center for Career and Life Planning

Eligibility: Student in the Graduate Studies in Counseling program.

The Graduate Assistant in the Center for Career and Life Planning 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.
- Observe and assist with career counseling appointments including interpretation of career assessment instruments and practice interviews.
- Create or update office handouts and website pages for career counseling and advising support.
- 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 Assistant Director of the Center for Career and Life Planning with additional supervision and guidance provided by the Director. The Office of Career Services is open M-F 8:30am-5pm. The Graduate Assistant will work between 3 to 4 days a week and should be available to work primarily during afternoons, for a total of 15 hours each week, during the fall and spring semesters.
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” on August 31 and the two “Information Sessions” for prospective students scheduled on October 15 and February 12.

**COMPENSATION:**
Graduate Assistant Positions will be compensated by a tuition stipend equivalent to the cost of two courses ($3,546) for both the Fall 2015 and Spring 2016 semesters. The compensation will be treated as taxable income and taxes will be due. The stipend will be delivered to the Bursar’s Office during the first month of the semester so that you may sign it over to satisfy your student account. If your account is paid in full, the Bursar’s Office will release your check to you.

**Application Deadline: July 1, 2015**
Submit a **letter of application** and a **current resume** via email attachment to knorsworthy@rollins.edu

The letter should:
1) Be addressed to: Graduate Assistant Selection Committee, c/o Kathryn Norsworthy
2) Identify the specific position for which you are applying
3) Describe your qualifications for the position, and
4) Describe your special interest in the position.

Applications will be reviewed by Department faculty and the supervisors for the GA position. Applicants will be expected to interview with supervisors for the position. Final selection will be made by mutual consent of the faculty, GA supervisors, and candidate. In the absence of well-qualified applicants, a position may remain open until filled.

*Note: Students hired as graduate assistants (regardless of campus department) are not eligible to receive additional scholarships from the Counseling Department.*