

Career Development Graduate Assistant Position Description

Summary of Position: As a Career Development graduate assistant in Career Services, you will have the opportunity to connect with and advise students in the areas of career advising and counseling. This position provides extensive training on the use of reviewing and critiquing resumes, conducting mock interviews, career assessments, job/internship strategies and various other career services functions, both in person and online. In addition to training, the graduate assistant will gain firsthand experience developing and delivering presentations and workshops on the fundamentals of the career development process.

This position provides a tremendous opportunity to work directly with undergraduates from diverse backgrounds and various areas of study while assisting the institution with delivering a comprehensive career development program geared towards assisting students in securing gainful employment.

Position Duties:

- Conduct one-on-one appointments with students in-person and online seeking guidance for resume and cover letter writing and job/internship strategies
- Conduct classroom presentations and workshops on all topics related to Career Services
- Coordinate and conduct mock interviews with undergraduates
- Serve as liaison to specific colleges on campus (i.e. COSM, RCOB, COSS, COE, COAH); develop programming events to meet the specific needs of those students
- Learn how to administer and interpret the Myers-Briggs Type Indicator®, Strong Interest Inventory®, and StrengthsQuest® assessments
- Collaborate and participate in on-campus outreach with other functional areas within Student Affairs and Enrollment Management (SAEM) and across the institution
- Engage in social media outreach and marketing activities to increase participation
- Represent Career Services at various on and off campus events with prospective and current students, employer partners and/or community members
- Attend and assist with all career fairs and major events hosted by the department
- Report directly to Associate Director of Career Development

Desired Skills and Qualifications:

- Strong written and verbal communication skills; comfortable presenting to various sized groups
- Excellent self-direction, organizational, and time management skills
- High level of professionalism and commitment to working with college students
- Team player, willing to collaborate on multiple projects as requested
- Proficient in Google, Prezi and Microsoft Office; PowerPoint, Excel
- Knowledge and use of social media (Facebook, Twitter, LinkedIn)
- Creative ability and desire to develop new ideas and initiatives
- Strong desire to learn and contribute to the overall mission of UWG Career Services