**Position Description**

**Graduate Assistant for Career Development**

**Center for Career and Professional Development**

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**Job Title:** Graduate Assistant for Career Development  
**Office/Department:** Student Affairs, Center for Career and Professional Development  
**Location:** Michelin Career Center  
**Supervisor:** Director of Career Development, Julie Newman ([newmanj@clemson.edu](mailto:newmanj@clemson.edu))  
**Preferred Start Date:** June 1, 2016  
**Required Start Date:** June 22, 2016  
**Length of Employment:** 12-month, 25 Hours a Week  
**Stipend:** $11,305  
**Working Hours:** Between 8:00 a.m-4:30 p.m., M-F, some evening and weekend work possible

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**Position Description**

The Graduate Assistantship position is a 12-month position working 25 hours per week. The Career Development GA will be responsible for general office management, in addition to providing career counseling, facilitating workshops and assisting the career development team with career counseling events including the fall and spring resume blitzes. The ideal candidate will commit to two years of work with the Career Center.

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**Duties and Responsibilities**

The Graduate Assistant will work directly with students on career related issues and will work with the recruiting and counseling teams to assist them with various tasks, to include:

- Providing students with career counseling on topics such as resume writing, interviewing, internship placement, job search and networking tips, major and career exploration, and graduate and professional school preparation
- Facilitating Career Center workshops and presentations
- Administering and interpreting career interest inventories
- Performing reception and front desk duties in the Career Resource Center

**In addition to these career counseling duties, the Career Development GA will:**

- Assist in the maintenance of Career Resource Center
- Provide additional student career counseling during periods of heavy traffic
- Assist in the training of undergraduate interns
- Promote and market the career development events including orientation, open houses, workshops and special events
- Volunteer to assist with various career-related events, such as fall and spring career fairs
- Work collaboratively with other CCPD GAs to coordinate career-related events
- Work on individual projects as assigned
- Provide supervision to CAP ambassador undergraduate students

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**Skills and Qualifications**

A qualified candidate will:

- Provide excellent customer service
- Demonstrate proficiency in Microsoft Word, EXCEL, Outlook, PowerPoint and preferably Adobe
- Demonstrate strong verbal communication and presentation skills
- Possess good problem solving, time management, and communication skills, as well as the ability to work with minimal supervision to complete responsibilities on-time
- Exhibit strong attention to detail
• Possess the ability to follow written and verbal instructions
• Possess the ability to make sound decisions following set guidelines
• Demonstrate strong work ethic and a high level of integrity as part of a team