Position Description
Graduate Assistant for Cooperative Education Program
Center for Career and Professional Development

Job Title: Graduate Assistant for Cooperative Education
Office/Department: Cooperative Education Program, Center for Career and Professional Development, Division of Academic Affairs
Location: Hendrix Center, 3rd Floor
Supervisor: Associate Director of Cooperative Education, Alison Reynolds (areyno3@clemson.edu)
Length of Employment: 9-month, 25 Hours a Week
Start Date: August 15, 2016
Stipend: $8,126
Working Hours: Between 8:00 a.m-4:30 p.m., M-F

Position Description
The Graduate Assistantship position for Cooperative Education (Co-op Program) is a 9-month position working 25 hours per week. The Co-op Program GA has the primary function to work directly with co-op students through individual sessions to critique their resumes and to teach resume writing skills. The GA will also work with the Co-op Program academic staff to plan and organize the semi-annual Interview Days and Meet & Greet events, assist with the Co-op Ambassadors, and assist with select workshops and meetings with co-op students. The ideal candidate will commit to two years of work with the Co-op Program.

Duties and Responsibilities
The Graduate Assistant will work directly with co-op students to prepare their resumes for Co-op Interview Days and will work with the Co-op Program academic staff to assist them with various tasks, to include:

• Meeting with all new students entering the program to review their draft resumes and to provide guidance for improvement
• Reviewing all final resumes and uploading them to the Co-op Program’s Symplicity database
• Serve on the Co-op Meet & Greet planning team
• Serve on the Co-op Program Ambassadors advising team
• Assist the Co-op Program’s academic staff with the implementation of Co-op Interview Days

In addition to these duties, the Co-op Program GA will:
• Manage the Co-op Meet & Greet invitations, creating spreadsheets of RSVP replies for all students attending the event; assist with the set-up and supervision of the Meet & Greet event
• Prepare questions for and participate in Co-op Ambassador selection interviews; assist with planning, organization, and training of the Co-op Ambassadors
• Assist with the Interview Days student check-in station and advise the program’s advisors when a student is potentially missing an interview
• Assist with select meetings and workshops for new co-op students as the GA’s schedule allows

Skills and Qualifications
A qualified candidate will:
• Exhibit an interest in resume writing
• Demonstrate proficiency in Microsoft Word, EXCEL, and PowerPoint
• 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
• Provide excellent customer service
• 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
• Demonstrate the ability to work as part of a team