Position Description
Graduate Assistant for Employer Relations
Center for Career and Professional Development

Job Title: Graduate Assistant for Employer Relations
Office/Department: Student Affairs, Center for Career and Professional Development
Supervisor: Director of Employer Relations & Recruiting, Deb Herman (dherman@clemson.edu)
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 required

Position Description
The Graduate Assistantship position is a 12-month position working 28 hours per week. This position will be responsible for general office management in addition to providing career counseling, facilitating workshops and assisting the employer relation's team with events, employer relations and recruiting programs. The ideal candidate will commit to two years of work with the Career Center.

Duties and Responsibilities
The Graduate Assistant will work directly with students on career related issues and will work with the employer relations 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 counseling duties, the Events/Recruiting GA will:

- Recruit, manage and schedule assignment times of student organizations and staff volunteers for career events
- Troubleshoot and problem solve with employers, students, and vendors during career events
- Co-manage (9) student assistants with projects related to recruiting and events
- Acquire knowledge on how to utilize the online recruiting system for on campus interviews, job postings, information sessions and events
- Conduct research for the employer relation's team working with requests from employers, Clemson University Development Office and other requests as assigned by the Director of Employer Relations
- Create and implement new opportunities to engage with corporate partners and other employers
- Co-coordinate the Student Veteran Networking event annually
- Manage and execute the “Senior Only Series” with seniors and employers

Skills and Qualifications
A qualified candidate will:

- Demonstrate proficiency in Microsoft Word, EXCEL, and 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
- Provide excellent customer service to our clients, students, employers and faculty/staff
- Exhibit strong attention to detail
• Represent our Center in a professional environment with employers
• 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