Position Description
Graduate Assistant for Graduate and Off-Campus Internship Programs
Center for Career and Professional Development

Job Title: Graduate Assistant for Graduate and Off-Campus Internship Programs
Office/Department: Student Affairs, Center for Career and Professional Development
Location: Michelin Career Center
Supervisor: Assistant Director of Graduate Programs and Off-Campus Internships, Kathy Horner, M.Ed. (khorer@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 possible

Position Description
The Graduate Assistantship position is a 12-month position working 25 hours per week. This position will be responsible for general office management in addition to providing career counseling, facilitating workshops, and assisting the Graduate and Off-Campus Internship team with program functions outlined below. The ideal candidate will commit to at least 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 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
  • Coordinating graduate assistant led career related events such as Veteran’s Networking Night
  • Administering and interpreting career interest inventories
  • Performing reception and front desk duties in the Career Resource Center

In addition to these counseling duties, the Graduate and Off-Campus Internship Programs GA will:
  • Assist in delivering and evaluating graduate programs and preparing reports from feedback data, which may include coordinating with Graduate Student Government and offices across campus
  • Promote and market the graduate program including creation and dissemination of marketing materials
  • Assist in the cultivation of new employers, tracking statistics, and updating employer marketing materials with the off-campus internship program
  • Promote and market the internship program to students including creation of marketing materials
  • Assist with management of INT courses, including course expectations, coursework, and correspondence to ensure the student success and completion of internship course
  • Assist the Associate Director and Assistant Director with special programs, events, and projects

Skills and Qualifications
A qualified candidate will:
  • Demonstrate proficiency in Microsoft Word, EXCEL, Publisher, 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
  • 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