Position Description
Graduate Assistant for UPIC
Center for Career and Professional Development

Job Title: Graduate Assistant for UPIC
Office/Department: Academic Affairs, Center for Career and Professional Development
Location: University Professional Internship and Co-op Program (UPIC)
Supervisor: Associate Director of UPIC, Jenna Tucker (jennat@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 28 hours per week. This position will be responsible for general office management in addition to providing career counseling, facilitating workshops and assisting the UPIC team with program functions outlined below. The ideal candidate will commit to two years of work with the UPIC program.

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 counseling duties, the UPIC GA will:
• Provide information and training for UPIC mentors, including workshops, course instructions, site visits and other projects as necessary
• Assist with management of INT courses, including course expectations, coursework, correspondence, and site visits
• Evaluate programs, prepare reports from feedback data and update program reporting and statistics
• Assist with the development of UPIC web app and future technology upgrades
• Promote and market UPIC internship program including creation of marketing materials

Skills and Qualifications
A qualified candidate will:
• 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
• 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