Job Title: UPIC Graduate Assistant

Location: 314 Hendrix Center, (UPIC Office Suite)

Supervisor: UPIC Associate Director

Description: The Graduate Assistantship position in the University Professional Internship and Co-op Program (UPIC) is a 12 month, 25 hour per week position with an expectation of a one-year commitment of work. UPIC started in 2012 as an on-campus internship and co-op program and is a part of the CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT.

The UPIC Graduate Assistant will work at least two counseling rotations per week and counsel students from all academic levels and programs on career-related topics such as resume writing, interviewing, obtaining an internship, job searching/networking, and graduate/professional school preparation. The UPIC Graduate Assistant will also facilitate UPIC and career-related workshops (at least 6 to 8 each semester) that include evening presentations with UPIC interns and mentors, classroom visits, CU student organizations, and CU101 presentations. The individual chosen for this position will learn to interpret Strong Interest Inventories (an on-line assessment that assists with career counseling) and contribute to the implementation of career events such as career fairs, UPIC mentor lunch-and-learns, and intern orientations.

In addition to counseling duties, the UPIC GA will:

- Provide assistance with vetting internship site submissions, tracking statistical information, and developing workshops
- Market and promote the UPIC internship program and assist with the management of the Career Center’s internship (INT) courses
- Facilitate UPIC site visits, mock interviews, mentor/intern correspondences, and UPIC events
- Assist with research and executive summary reports, publications and basic administrative tasks
- Support the development of future technologies and processes implemented into the program

Required Attributes: Interpersonal skills, strong written and oral communication skills, the ability to work in a team environment, and the ability to maintain confidentiality, ability to multi-task and work with a diverse student population

Computer Skills: Microsoft Office (Word, Excel, Power Point), Internet search engines, contact management databases