



Job Title: Graduate Assistant for Career Development

Office/Department: Student Affairs, Center for Career and Professional Development

Location: Michelin Career Center, 316 Hendrix Student Center

Supervisor: Assistant Directors of Career Development, Alex Newsome (arinz@clermson.edu) & Heather Cook (hdc@clermson.edu)

Required Start Date: June 10, 2019

Length of Employment: 12-month, 25 Hours a Week (GAs have time off during all student breaks)

Stipend: \$14,000; \$250 in professional development funds per year

Working Hours: Between 8:00am - 4:30pm, M-F, some evening and weekend work is possible

Position Description

The Graduate Assistantship position is a 12-month position working 25 hours per week. The Career Development GA will be responsible for general office management, in addition to providing career counseling, facilitating workshops and assisting the career development team with career counseling events including the fall and spring resume blitzes and Mobile Career Center. The ideal candidate will be able to commit to a two-year assignment 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, graduate and professional school preparation, and administering and interpreting career interest inventories
- Facilitating Career Center workshops, outreaches, and meet-ups
- Work collaboratively with other CCPD GAs to coordinate career-related events
- Performing reception and front desk duties in the Career Resource Center including overseeing the mock interview scheduling process

In addition to these career counseling duties, the Career Development GA will:

- Assist in the maintenance of Career Resource Center
- Provide additional student career counseling during periods of heavy traffic
- Assist in the training of and provide supervision to undergraduate interns and career ambassadors
- Promote and market the career development events including orientation, meet-ups, workshops and special events
- Volunteer to assist with various career-related events such as fall and spring career fairs
- Work on individual projects as assigned

Skills and Qualifications

A qualified candidate will:

- Demonstrate proficiency in Microsoft Word, Excel, 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 make sound decisions following set guidelines and to follow written and verbal instructions
- Demonstrate strong work ethic and a high level of integrity