



Job Title: Graduate Assistant for UPIC Program

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

Location: UPIC Suite, 314 Hendrix Student Center

Supervisor: Assistant Director of UPIC, Jenna Tucker, M.Ed. (jennat@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 work is required, some weekend work is 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 UPIC team with program functions outlined below. The ideal candidate will be able to commit to a two-year assignment with the UPIC (University Professional Internship and Co-op) 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, graduate and professional school preparation, and administering and interpreting career interest inventories
- Facilitating Career Center workshops and presentations
- Work collaboratively with the other CCPD GAs to coordinate career-related events
- Performing reception and front desk duties in the Career Resource Center

In addition to these counseling duties, the UPIC GA will:

- Provide information and interact regularly with UPIC interns and mentors, including facilitating workshops, conducting site visits, planning special events and other projects as necessary
- Assist with management of INT courses, including course expectations, assignments, and correspondence
- Evaluate programs, prepare reports from feedback data, and update program reporting and statistics
- Assist with the development of online UPIC materials and technical projects
- Promote and market UPIC internship program including creation of marketing materials

Skills and Qualifications

A qualified candidate will:

- Demonstrate proficiency in Microsoft Word, Excel, PowerPoint, and preferably Adobe InDesign
- 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