DATES/HOURS OF POSITION

- August 2019 – May 2020
- 20 hours/week

RESPONSIBILITIES

* RESPONSIBILITIES ARE SUBJECT TO CHANGE BASED ON NEEDS AND STAFF CHANGES.

Perform Career Counseling 75%
- Serve as counselor on call during drop-in hours to address immediate concerns of students
- Interpret assessments (Strong Interest Inventory, TypeFocus, & StrengthsFinder) for students looking to decide/change majors and provide insight and resources in this decision
- Review resumes and cover letters in person or via eResume reviews
- Suggest job search, networking strategies, & graduate/professional school preparation
- Conduct mock interviews individually and in group settings
- Maintain accurate records in Handshake and adhere to FERPA guidelines

Outreach and Programming 10%
- Provide group interpretations of assessments to students in classes and groups upon request
- Present to groups/class on career related topics (required to available to present one night/week)
- Assist with and participate in Career Center special events and programs

Assessment of Office/Programs 5%
- Create and administer surveys
- Compile data and respond to requests for information
- Develop quarterly and annual reports in collaboration with staff

Additional Duties 10%
- Participate in meetings and professional development opportunities
- Contribute to Career Center blog and social media posts
- Facilitate UNIV 1150 LC with staff member (optional)
- Other responsibilities as assigned

DESIRED QUALIFICATIONS

Applicants should have demonstrated coursework and/or experience in a human services area. Other desired skills include:

- Counseling Skills
- Professionalism
- Presentation/teaching skills
- Able to handle multiple tasks
- Oral / written communication skills
- Creativity
- Able to work independently
- Attention to detail
- Initiative and self-motivation
- Organization / coordination skills
- Flexibility
- Willingness to learn
- Teamwork skills
- Familiarity with Microsoft Word, PowerPoint, Excel, Handshake, DegreeWorks, etc.

TRAINING

All graduate assistants must be available to attend a mandatory week long training the week prior to the start of the semester. Additional training is offered through observation of counseling sessions and workshops led by experienced Career Center counselors. GAs also participate weekly/bi-weekly supervision and staff meetings.

CONTACT

Addye Buckley-Burnell, Assistant Director of Career Development
AU Career Center 334-844-4744
303 Martin Hall addyebb@auburn.edu