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 (may require evening presentations)
- Work in the Campus Career Closet, inventory stock, and assist with Shopify
- Assist with and participate in University Career Center special events and programs

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

Additional Duties 10%
- Participate in meetings and professional development opportunities
- Contribute to social media posts
- Teach classes 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
- Microsoft Word, PowerPoint, Excel

TRAINING
All graduate assistants must be available for mandatory week-long training prior fall 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
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