The mission of the CDCR is to equip engineering students to discover, develop, and launch purposeful careers. We do so by:

- Providing customized, student-center career development coaching and resources
- Cultivating industry-focused partnerships

The Samuel Ginn College of Engineering CDCR seeks a half-time (20 hours per week) paid graduate assistant for August 2021 – May 2022. Hours typically take place between 8am – 5pm. Some evening / weekend work will be required. The graduate assistant will join a small team of professionals to make significant contributions to the CDCR mission and strategic initiatives.

RESPONSIBILITIES

- Develop and present workshops and presentations tailored for a variety of audiences (engineering student organization meetings, engineering orientation classes, transfer orientation classes, and more) and settings on topics such as Intro to the Engineering CDCR, Designing Your Career, Career Fair Prep, Job Search for International Students, Strategies for a Successful Job / Internship Search, Nuts & Bolts of Engineering Resumes, and more.
- Develop content knowledge and expertise of industry areas hiring engineering interns and entry level engineers.
- Provide career coaching for engineering students in the areas of career planning, career fair prep, resume / cv / cover letter preparation, job and internship search strategies, interview skills, networking, and other career development topics.
- Provide support, facilitation, and/or coordination for CDCR events involving employers and/or alumni such as the Engineering Young Alumni Council Mock Interview Day and workshop series, Career Fair & Interview Prep with Employers, topic-based employer panels, and more.
- Gather content and prepare text for the CDCR website, print materials, and weekly newsletters.
- Provide support to the SGCOE mentoring programs in relation to communication / coordination with program organizers and promoting mentorship opportunities to students.
- Represent the CDCR at College of Engineering events such as Engineering Day, Engineering Spirit Week, Academic Excellence Program conferences, Camp War Eagle, etc.
- Participate in training, staff meetings, and professional development activities
- Other duties as determined by the Manager for Career Development & Coaching.

DESIRED SKILLS & QUALIFICATIONS

Applicants should have a career interest in counseling or higher education student services. Applicants should hold a bachelor’s degree and be enrolled as a full-time student in a graduate level program in higher education administration, counseling, human resources, or related field.

- Strong interpersonal skills
- Proven oral and written communication skills
- Comfortable conducting presentations
- Highly attentive to detail
- Comfortable using / learning necessary software programs / applications (i.e. Handshake, AdviseAssist, Cascade web platform, Zoom, Microsoft Teams)
- Organizational and coordination skills
- Team-oriented
- Ability to work independently, self-initiate and self-motivate
- Ability to prioritize tasks
- Creativity
- Willingness to learn
Applicants should familiarize with the SGCOE CDCR resources (eng.auburn.edu/career). Preference given to applicants with knowledge of career development and coaching or knowledge of the College of Engineering or engineering careers / industries.

CONTACT
Jessica Bowers, Manager of Career Development & Coaching
SGCOE Office of Career Development & Corporate Relations
jgbowers@auburn.edu
334-844-7599
Brown-Kopel Engineering Student Achievement Center, Suite 1133