Graduate Assistant for Business Careers
Cohen Career Center
Division of Student Affairs

Position Overview
The Business Careers Graduate Assistant works to meet the career development needs of students enrolled in undergraduate business programs and students with an interest in pursuing career opportunities in business.

Department Mission
As partners in the educational process, we will support students and alumni through access to comprehensive career development programs, services, connections, and resources, empowering them to pursue their post-graduate plans and navigate lifelong career changes.

Position Type
- Masters Level (Full-time 20 hours/week)
- Doctoral Level (Part-time 10 hours/week)

Compensation / Benefits
- This assistantship qualifies a full-time student for the 2017-18 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
- Mostly 9 a.m. -5 p.m. work
- Hires student workers
- Advises individual students
- Budget management
- Conference/workshop funding available
- Opportunity for committee work
- Full-time (20 hours/week)
- Frequent student interaction
- Event/program management
- Individual work space
- Opportunity for summer employment
- Occasional night/evening work
- Frequent night/evening work
- Supervises / evaluates student workers
- Shared work space
- Weekend work: Often, Sometimes, Rarely
- Leads training sessions for students
- Collaborative / group work
- Opportunity for committee work
- May take internship at same time as GA

Reporting: The Graduate Assistant will report directly to the Director, Business Careers & Employer Development and subsequently to the Associate Vice President of the Cohen Career Center.
Job Responsibilities

- Regularly research, evaluate, update, and communicate business careers information via the Career Center website, newsletters, information sessions and other publications and events.
- Work with Career Center staff in the coordination of events, workshops, and related programs for students others expressing an interest in business career opportunities.
- Enhance relationships with William & Mary alumni and employer representatives. Serve as point-person for ongoing coordination of their participation via outreach and event invitations.
- Develop relationships with Business School-based student organizations and occasionally attend their meetings, representing the Career Center. Seek opportunities for the Career Center to collaborate with student organizations on career-related programming.
- Meet with quick-advising and scheduled student advisees/appointments on a variety of career-related topics including job search strategies, resume reviews, and interview preparation.
- Attend weekly Career Center staff meetings and assist with major career events (fairs, info-sessions, orientation programs, and other events)

Preferred Qualifications

- Prior work experience and/or proven familiarity with, the business community.
- Excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Access, Word, Excel, and PowerPoint.
- Self-starter with initiative and instinct for new and creative solutions.
- Proven team player willing to assist colleagues with planning and execution of projects and programs.

Learning Outcomes

At the conclusion of the experience, the Graduate Assistant for Business Careers will be able to:
- Provide one-on-one and group career advising for students pursuing accounting, finance, and consulting roles
- Articulate the values of a liberal arts education, internships, and business skills in the employment marketplace
- Plan and implement career programs and events

Direct Supervisor

Mike Caldwell
Director, Business Careers & Employer Development
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(757)221-1623

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Interested applicants are welcome to contact the supervisor with any questions.