Graduate Assistant for Education Careers, Cohen Career Center

Description: This position is funded by the School of Education. Primary duties are to meet the career readiness needs of the students, both graduate and undergraduate, in the School of Education. A GA with the Cohen Career Center is an integral part of our staff.

The GA working in this position will acquire and/or hone the following skills: event management, public speaking, communication (written and oral), professionalism skills required in an office setting, program assessment, client advising, familiarity with student affairs operations and campus hierarchy, interaction with campus and external constituents (i.e. faculty, staff, students, parents, alumni, and employers), and exposure to a variety of career fields and employment trends. Additionally, GA has access to mentoring from professional staff at a variety of points in their careers.

Immediate Supervisor and Colleagues: Position reports to Anna Umbreit, Associate Director/Liaison to Arts & Education. The GA will interact with all members of the Cohen Career Center, which includes 12 professional staff, 3 additional GAs, and a variety of undergraduate student assistants.

Position Duties:

- Support all career-related programming and resources managed by Supervisor, including outreach to designated career communities.
- Plan, organize, and facilitate workshops and events, including mock interviews, for students interested in education and human service careers as well as other industries as assigned. Some events will require GA to work evening hours or weekends occasionally.
- Assist Supervisor with planning the Graduate & Professional School Fair and other events. Serve as event staff at career fairs and other large scale events as requested.
- Take lead in planning all aspects of the Education Recruiting Day, communicating with employers, SOE staff and faculty, and marketing the event to students.
- Complete comprehensive training on career development theories and observe/shadow professional staff in career advising appointments, walk-ins, and workshops to build advising repertoire. When ready and with approval from Supervisor, GA will meet with students during individual appointments and weekly walk-in hours, providing advising on career-related topics, such as résumé and cover letter writing and interviewing questions. GA will also present (or co-present) workshops on career readiness, such as internship and job search, resume writing, etc.
- Develop good working relationships with students, answering their questions through email and meetings, and helping them to navigate their career development through the use of our services.
- Assist with targeted communication to the School of Education including liaising with the Cohen Career Center’s marketing team. Create visually appealing graphics to advertise important events, workshops, and career opportunities to education students and faculty.
- Maintain existing online resources on Cohen website, Blackboard site, TribeCareers, etc. Source new resources as requested.
- Attend weekly staff meetings as well as monthly Division of Student Affairs Meetings and participate in intra-office committees and/or work groups.
- Demonstrate professionalism and act as a role model for undergraduate and graduate students.
**Qualifications:** The ideal candidate will possess a combination of the following: organizational skills, ability to meet deadlines and self-manage an ongoing task list, event planning skills, excellent written and verbal communication, time management, strong listening skills, a team-oriented attitude, highly developed attention to detail, a creative approach toward programming, and a flexible problem-solving style. Preferred candidates will have a genuine interest in career development.

**Classification:** This is a 20-hour per week assistantship open to Master candidates. GA will develop and maintain a regular office schedule each semester, working between 8am-5pm, with occasional evening and weekend hours required for events. The dates of contract are from August 15 until May 15.

**Benefits:** The position is compensated with a tuition waiver plus masters-level stipend. The position is not open to doctoral candidates. Graduate Assistant may not hold other employment without permission from the Cohen Career Center and the School of Education.