Graduate Assistant
Making a Living, Making a Difference
Sherman and Gloria H. Cohen Career Center

In support of the College’s commitment to public service and civic engagement, the Career Center’s Making a Living Making a Difference initiative offers support and preparation opportunities for students interested in nonprofit, government, and international careers. To facilitate these efforts, we are seeking a Graduate Assistant to work with the Associate Director who provides leadership in the public service career sector.

The Graduate Assistantship will be awarded to a first or second year Masters student and will require a minimum of 20 hours per week. Hours are flexible between 8am-5pm, with occasional evening and additional hours as required. The Graduate Assistant will be considered a full-member of the collegial Career Center team, participating fully in staff meetings, major events, and general responsibilities of the Career Center.

Primary Responsibilities of the Graduate Assistant:

- Manage six undergraduate students who work as Career Center Ambassadors. Facilitate weekly meetings, programming assistance, and training. Recruit and interview new ambassadors as needed.
- Manage the administrative logistics of The Management Skills for Public Service, a 10 week nonprofit leadership program that connects students with working professionals to learn fundamental management skills in the nonprofit and government sectors. Tasks include (but are not limited to):
  - Recruiting relevant nonprofit and government professionals to teach each program session
  - Conducting group interviews each fall for student admission into program
  - Report outcomes and provide suggestions for program improvement
  - Serve as the primary contact for all student questions and problems
- Schedule and manage an average of three nonprofit or government career panels each semester in conjunction with Associate Director. Recruit and coordinate speakers, act as their primary contact, arrange logistics of the visit, market the events
- Arrange one day-long site visit to Washington D.C. to expose students to internship and employment opportunities on Capitol Hill. Other trips may be added based on student interest and resources.
  - Recruit employers to offer hour-long presentations
  - Set up the logistics of the visit
  - Recruit and screen students to participate
- Contribute to designing and implementing marketing plans and ads for all Making a Living Making a Difference events as needed, including modifying web pages and creating online registration forms.
- Conduct career-related workshops on resume writing and interviewing techniques each semester.
- Advise students each semester in individual hour or half-hour sessions on resume critiques, job search strategies, and other areas of career counseling.
- Participate in the Government & Non-profit Career Expo in Washington, D.C. Arrange transportation for students to get there and staff the W&M table.
- Actively participate in general office responsibilities with special programming, (such as the Career Fair), customer service at the front desk (as needed), and representing the Career Center Staff to employers and alumni who are regularly in the office.
- The ideal candidate will demonstrate highly developed organizational skills, excellent written and verbal communication skills; computer proficiency in Office, Excel, Access; the ability to advise and supervise students; a team-oriented attitude; good attention to detail; a creative approach toward programming and a flexible problem-solving style.

**Immediate Supervisor and Colleagues:**
Reports to the Associate Director, Wendy Webb-Robers, and works with all members of the office.

**Benefits:**
The position pays a tuition waiver and masters-level stipend. Graduate Assistant may not hold other employment without permission from Career Services and the School of Education.

**For more information:**
Contact Wendy Webb-Robers, wkwebb@wm.edu or 757.221.3231.

**The Career Center Mission:**
As partners in the educational process, we will provide students and alumni with comprehensive programs, services and resources that build competence, confidence and the ability to manage lifelong career development. We are committed to diversity, accessibility and service excellence in our work with students, alumni, faculty, employers, and the community.