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

**Position Overview**
Primary duties are to meet the career readiness needs of students, interested in undergraduate business programs and students with an interest in pursuing career opportunities in business. This position also serves as a generalist advisor, providing individual guidance and programs for all majors. A GA with the Cohen Career Center is an integral part of our staff.

**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 2019-20 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

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

**Additional elements:**
- This position interacts with all members of the Cohen Career Center, which includes 12 professional staff, 3 additional GAs, and a variety of undergraduate student assistants.
- Additionally, GA has access to mentoring from professional staff at a variety of points in their careers.
Job Responsibilities

- 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 business careers as well as other industries as assigned. Some events will require GA to work evening hours or weekends occasionally.
- Assist Supervisor with planning of events and programs. Serve as event staff at career fairs and other large scale events as requested.
- Take lead in 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.
- 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 workshops on career readiness, such as internship and job search, and resume writing.
- 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 students 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 online resources (Cohen website, Blackboard, 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.
- Participate in Career Center initiatives and serve on Cohen Career Center Committees.

Preferred Qualifications

- Organizational skills, time management, ability to meet deadlines and self-manage an ongoing task list
- highly developed attention to detail
- Event planning skills
- Strong listening skills, excellent written and verbal communication
- A team-oriented attitude
- A creative approach toward student programming
- A genuine interest in career development is appreciated
- Prior work experience and proficiency in Microsoft Office applications

Learning Outcomes

The GA working in this position will acquire and/or hone the following skills:

- event planning and management skills as well as program assessment strategies
- public speaking, communication (written and oral), and professionalism skills required in an office environment
- career advising for students in both one-on-one and group settings
- 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.
Direct Supervisor

Mike Caldwell
Director, Business Careers & Employer Development
Macaldwell@wm.edu
(757)221-1623

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.

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