



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant for Employer Engagement & Programming Cohen Career Center Division of Student Affairs

Position Overview

Primary duties are to assist the Employer Engagement & Programming team in coordinating annual career fairs, employer outreach, and on-campus recruiting. This position will require frequent outreach to employers to follow up on requests as well as arrange and confirm recruiting dates. From time to time, the position may require general advising to assist students in their career development. A GA with the Cohen Career Center is an integral part of our staff.

Department Mission

We are partners in the educational process, supporting students and recent alumni, by empowering them to navigate career possibilities.

Position Type

- | | |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level | <input type="checkbox"/> Part-time (10 hours/week) |

Compensation / Benefits

- This assistantship qualifies a full-time student for the 2021-22 in-state tuition waiver.
- Total financial package = In-state tuition + \$4,000 stipend

Position Elements

- | | |
|--|---|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Often, Sometimes, Rarely |
| <input type="checkbox"/> Hires student workers | <input type="checkbox"/> Supervises / evaluates student workers |
| <input type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input type="checkbox"/> Individual work space | <input checked="" type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input type="checkbox"/> 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 team, including outreach to employers and alumni.
- Plan, organize, and facilitate workshops and events, including mock interviews, for students. Some events will require GA to work evening hours or weekends occasionally.
- Assist team with planning of events and programs. Serve as event staff at career fairs and other large-scale events as requested.
- Seek opportunities for the Career Center to collaborate with student organizations on career-related programming.
- Observe/shadow professional staff in career advising appointments, walk-ins, and workshops to understand advising repertoire. If interested and with approval from Supervisor, GA will meet with students for individual appointments, providing advising on career-related topics such as résumé and cover letter writing and interviewing questions. GA will also have the opportunity to 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, TribeCareers, etc.). Source new resources as requested.
- Create and maintain an employer newsletter, outlining upcoming events and recruitment opportunities
- Attend weekly staff meetings as well as monthly Division of Student Affairs Meetings and participate in intra-office committees and/or work groups.
- Create the weekly Job Blast.
- Create a monthly newsletter for faculty related to recruiting/employer events to be distributed by advising staff.
- Approve job listings and postings.
- 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

Renard Miles

Director, Employer Engagement & Programming

drmiles@wm.edu

(757) 221-1623

Reporting: The Graduate Assistant will report directly to the Director for Employer Engagement & Programming and subsequently to the Associate Vice President of the Cohen Career Center.

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