Position Overview
Primary duties are to meet the career readiness needs of students, interested in Government, Nonprofit & Education Careers. 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 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

Responsibilities
• Complete comprehensive training on career development theories and observe/shadow professional staff in career advising appointments and workshops. When ready, 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 techniques.
• Present workshops on career competencies, internships, resume writing, networking, etc.
• Regularly research, evaluate, update, and communicate Government, Nonprofit & Education Careers information via the Career Center website, newsletters, information sessions, etc.
• Work with Career Center staff to coordinate events, workshops, and related programs for students expressing an interest in Government, Nonprofit & Education career opportunities. Some events will require GA to work evening hours or weekends occasionally.
• Serve as event staff at career fairs and other large scale events as requested.
• Take lead in planning ‘Day in DC’; coordinate travel to the annual Government, Nonprofit & Education Career Fair at Georgetown.
• Seek opportunities for the Career Center to collaborate with student organizations.
• Train in Cascade in order to maintain online resources.
• Manage the assigned eco-ambassador.
• Attend weekly Career Center staff meetings and regularly scheduled Student Affairs Division meetings.
• Serve as a member of an internal committee.
• Compile mid-year and end-of-year activity reports.
• Demonstrate professionalism and act as a role model for William & Mary students.

Preferred Qualifications
• Prior work experience.
• Strong listening skills; excellent verbal, written, and presentation communication skills.
• Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.
• Team player; willing to assist colleagues with planning and execution of projects and programs.
• Organizational skills, time management, ability to meet deadlines in a timely manner.
• Highly developed attention to detail.
• Self-starter with initiative and instinct for new and creative solutions.
• A genuine interest in career development is appreciated.

Learning Outcomes
At the conclusion of the experience, the Graduate Assistant for Government, Nonprofit & Education Careers will be able to:
• Provide 1:1 and group career advising for students, especially those with interests in Government, Nonprofit & Education sectors.
• Articulate values of the liberal arts experience in the employment marketplace.
• Plan and implement career programs and events.
• Better understand student affairs operations and campus hierarchy.
• Interact effectively with campus and external constituents (i.e. faculty, staff, students, parents, alumni, and employers).
• Increase knowledge of career fields and employment trends.
**Direct Supervisor**
TBD
Assistant Director, Industry Advising: Government, Nonprofit & Education Careers
Cohen Career Center
(Interim contact: Tonya Nations, Director, Career Advising & Assessment at tmnations@wm.edu)

**Reporting:** The Graduate Assistant will report directly to the Assistant Director, Industry Advising: Government, Nonprofit & Education Careers.

The Assistant Director, Industry Advising: Government, Nonprofit & Education Careers reports directly to Director, Career Advising & Assessment and subsequently to the Associate Vice President of the Cohen Career Center.

Interested applicants are welcome to contact the Cohen Career Center with any questions.