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

**Position Overview**
Primary duties are to meet the career readiness needs of students interested in STEM 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  
- [☐] Doctoral Level  
- [☒] Full-time (20 hours/week)  
- [☐] 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  
- [☒] Frequent night/evening work  
- [☒] Weekend work: Often, Sometimes, Rarely  
- [☐] Hires student workers  
- [☒] Frequent student interaction  
- [☒] Advises individual students  
- [☐] Advises student organizations  
- [☐] Budget management  
- [☐] Individual work space  
- [☒] Independent work  
- [☒] Event/program management  
- [☐] Shared work space  
- [☐] Collaborative / group work  
- [☐] Conference/workshop funding available  
- [☒] 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 STEM 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 planning all aspects of the Science Road Trip (winter or spring break).
- Complete comprehensive training on career development theories and observe/shadow professional staff in career advising appointments, quick advising, and workshops to build advising repertoire. When ready and with approval from Supervisor, GA will meet with students during individual appointments and weekly quick advising 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, resume/cover letter/LinkedIn writing, interviewing 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 including working with the Cohen Career Center’s marketing team. Create visually appealing graphics to advertise important events, workshops, and career opportunities to STEM students and faculty. Assist with development of the Science & Technology Industry newsletter.
- Maintain online resources (Cohen website, STEM Blackboard site, TribeCareers). 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.
- Assist with STEM employer development and relations initiatives and activities including employer sourcing, meetings, and programs.

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, including marketing, content, and delivery
- A genuine interest in career development is appreciated
- Prior work experience and proficiency in Microsoft Office applications
- Confidence in working with career center constituencies including faculty, alumni, parents, and employers

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 professional etiquette 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); exposure to a variety of career fields and employment trends.
Direct Supervisor
Don Snyder
Associate Director
dlsnyder@wm.edu
757-221-3282

Reporting: The Graduate Assistant will report directly to the Associate Director, Liaison to STEM Careers, and subsequently to the Director of Public Service Careers, who in turn reports to the Associate Vice President for Career Development.

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