



WILLIAM & MARY

CHARTERED 1693

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

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

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 2021-22 in-state tuition waiver.
- Total financial package = In-state tuition + \$4,000 stipend.

Position Elements

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| <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 checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input 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 checked="" 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, a Fellow, 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 meet ups, and 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, including the Science Career Expo and Tech Trek. Serve as event staff at career fairs and other large scale events as requested.
- 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, interviewing, job and internship search, and career exploration. 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 events, workshops, and career opportunities to STEM students and faculty.
- Assist with development and distribution of the Science & Technology Industry newsletter – create graphics for programs and events, curate and assemble content.
- Maintain online resources (Cohen website, STEM Blackboard site, TribeCareers).
- 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, Industry Advising: STEM Careers

dlsnyder@wm.edu

757-221-3282

Reporting: The Graduate Assistant will report directly to the Associate Director, Industry Advising: STEM Careers, and subsequently to the Director, Career Advising & Assessment, who in turn reports to the Associate Vice President for Career Development.

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