Job Description

Position Title: Graduate Assistant for Career Development and Advisement

Office: Career Development

Reports to: Director of Career Development

Date: 2014

Primary Purpose: To assist students/alumni in planning for professional growth and creating successful career outcomes. To support NSU students and alumni in the implementation of successful career plans.

Essential Job Functions:

- Provide career advisement to students and alumni in need of assistance with: choosing or changing a career direction, identifying career goals, establishing a plan of action, writing a resume or cover letter, preparing for an interview, conducting a job search, and other issues related to career planning process. Establish a plan of action with the student/alumni working towards preparing for a successful career.

- Provide pre professional advisement to undergraduate, graduate students and alumni in need of assistance with: the planning, selection, and application process for professional [Health: Medical, Dental, etc. and Law] school programs. Assist with the professional school search, application process and establishing a timeline for submittal. Collaborate with student in the creation of professional school correspondence material including; resume, cover letter, and personal statement development.

- Provide various assessments which students/alumni can take to identify their career interests, preferred work environments, and how to make decisions about career choices.

- Assist the Office of Career Development in generating a reputation of excellence within the university by developing and maintaining relationships with students to help them be successful in their chosen career.

- Create, maintain, and deliver career development related programs, workshops, presentations, and classroom outreach.

- Research current trends and employers in program area as it pertains to employment outlook and other areas that effect career decisions.
Essential Job Functions (Continued):

- Develop career related handouts, presentations and programs on various aspects of the job search, career success, graduate school and others for dissemination on website, information tables, and other promotional events
- Assist in the organization, implementation, and coordination of Career Development special events and programming
- Assist with the compiling of data for Career Development surveys and reports
- Participate in various departmental Student Affairs events and programs and staff development, as well as university events such as student orientations or open houses
- Actively participate in weekly Career Development staff meetings
- Assist Assistant Directors and Director with special projects and duties as assigned
- Maintain appropriate levels of confidentiality
- Assist with office responsibilities including answering the telephone, filing, faxing, photocopying and other office duties

Qualifications

- Bachelor’s degree and currently enrolled in a graduate program in Counseling, Family Therapy, Conflict Resolution, Human Resource Management, College Student Affairs, or related fields
- Computer skills preferably with Microsoft Office and the Internet
- Available for occasional evening and weekend hours and programming
- Prefer candidates interested in exploring the field of career services or advisement
- Must have strong interpersonal skills, resourcefulness, and ability to work well in a team