



## MAJOR AND CAREER EXPLORATION GRADUATE ASSISTANT POSITION DESCRIPTION

# Career and Professional Development Center

*A Graduate Assistantship in the Career and Professional Development Center will provide opportunities for educational growth and professional development. The objective of this assistantship is to prepare the individual to function as a member of a comprehensive career planning and services office.*

**Compensation:** IUP Compensation package for 2023-2024 academic year **(In-State Preferred)**

**In-State (PA resident):** Tuition waiver: \$9,200/academic year/18credits and Stipend: \$5,500/academic year

**Out-of-State (non-PA resident):** Tuition waiver: \$13,400/academic year/18 credits and Stipend: \$5,500/academic year

**Summer tuition (between first and second year only):** In-State (PA resident): Tuition: \$3,050 and Out-of-state (non-PA resident): Tuition: \$4,500

*300 hours per fall and spring, with a total of 600 hours. Summer work required between first and second year. Hourly wage of at least \$11/hour applies to all summer work. Start date is negotiable. Responsibilities are assigned that are comparable to those activities that an entry-level professional would perform. Training is provided initially and on an ongoing basis. Hours outside of regular office hours will sometimes be required for office events and student team meetings.*

- Manage day-to-day operations of Major and Career Exploration Center, with assistance from supervisor.
- Assist with updates and general maintenance of Focus 2 Career Assessment.
- Provide individual career coaching to students seeking employment, including critiquing resumes, cover letters and other professional documents; choice of major; choice of career field, life design, etc.
- Assist in the development, planning, and execution of office programming and events in both the fall and spring semesters.
- Supervise office operations/CDAs during one evening per week (Tuesday/Wednesday 4:00 pm – 7:00 pm).
- Design and facilitate workshops and presentations independently and with fellow graduate staff members and Career Development Advocates (CDAs).
- Contribute to departmental blog and social media sites as needed.
- Assist with departmental assessment efforts and data collection relating to Graduate First Destination Outcomes, student employment, and annual report.
- Participate in departmental team meetings and professional development meetings; attend regional professional association meetings, professional development, and conferences as available.
- Encouraged to present professional development topics to CPDC team and other professionals at regional and state professional development meetings and conferences.
- Market services of the CPDC to campus groups; represent the CPDC at Admissions Expo days and other university events.
- As available, assist professional staff in coordination of on-campus or regional career fairs and events, such as Pittsburgh Educational Recruiting Consortium (PERC), IUP Career Expo, Western Pennsylvania Collegiate Career Fair.

**Desired Skills:** Microsoft Office, Social Media, Hootsuite, Blogger, Google Drive, Public Speaking, Collaboration, Canva

**Anticipated breakdown of work areas and time (avg. of 20 hrs/week):** \*Weekly hour distribution dependent on departmental needs

Major and Career Exploration	6 hrs/week
Career Coaching	6 hrs/week
Events/Programming	2.5 hrs/week
Mock Interviews	2 hrs/week
Workshops/Office projects/Meetings	3.5 hrs/week

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