



GRADUATE ASSISTANT (SAHE FIRST YEAR) POSITION DESCRIPTION

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: Full tuition waiver (in-state preferred) and a stipend of \$5,440 per academic year for 300 hours per fall and spring, totaling 600 hours. Summer training required prior to first academic year; summer work also required between first and second year. Hourly wage of \$8.25 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.

- Provide individual career coaching to students seeking employment, including critiquing resumes, cover letters and other professional documents; choice of major; choice of career field, etc.
• Assist in the development, planning, and execution of office programming and events in both the fall and spring semesters.
• Participate in the Mock Interview Program in the role of a mock interviewer and begin training for operating the program as the second-year graduate assistant.
• Supervise office operations/CDAs during one evening per week in conjunction with second-year Graduate Assistant (Tuesday/Wednesday 4:30 pm – 7:00 pm).
• Design and facilitate workshops and presentations independently and with fellow graduate assistants, practicum students, and CDAs.
• Monitor, edit, and contribute to departmental blog and social media sites in conjunction with CDAs.
• Assist with departmental assessment efforts and data collection relating to student employment and annual report.
• Participate in departmental team meetings and professional development meetings; attend regional professional association meetings 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 Job and Internship 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

Table with 2 columns: Work Area and Hours/Week. Rows include Career Coaching (5 hrs/week), Mock Interviews (5 hrs/week), Events/Programming (4 hrs/week), Workshops/Office projects (4 hrs/week), and Meetings/Development (2 hrs/week).

A Graduate Assistantship in the Career and Professional Development Center (CPDC) 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: Full tuition waiver (in-state preferred) and a stipend of \$5,440 per academic year for 300 hours per fall and spring, with a total of 600 hours. Summer work required between first and second year. Hourly wage of \$8.25 applies to all summer work.

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.

- Coordinate and participate in the Mock Interview Program. Communicate with 6-10 faculty members and students. Hire, schedule, train, and supervise team of 10-15 interviewers. Anticipate 400+ interviews per semester. Conduct trainings and meetings with department staff as needed.
- Manage Mock Interview Program's D2L page, which contains student grades, resumes, cover letters, and video files.
- Maintain daily operations of Mock Interview Program including trouble-shooting technology problems, responding to student questions or concerns, and enforcing program policies and deadlines.
- Collaborate with CPDC to plan and implement two business and dining etiquette dinners each semester, by arranging catering, recruiting volunteer hosts, and facilitating the evening's events.
- Provide individual career coaching to students on job/internship search and complete tasks including: critiquing resumes, cover letters and other professional documents; interviewing skills; choice of major/career field, etc.
- Design and facilitate workshops and presentations independently and with fellow graduate assistants, practicum students, and CDAs.
- As available, assist professional staff in coordination of additional on-campus or regional career fairs and events, such as Pittsburgh Education Recruitment Consortium (PERC), IUP Career Expo, Western PA Collegiate Job & Internship Fair, etc.
- Supervise departmental operations/CDAs during one evening per week in conjunction with first-year Graduate Assistant (Tuesdays/Wednesdays 4:30 pm – 7:00 pm).
- Assist with monitoring and contribute to development of CPDC's social media platforms.
- Market services of department to campus groups; represent department at Admissions Expo Days and other University events.
- Participate in department team meetings and professional development meetings; attend regional professional association meetings as available. Encouraged to present professional development topics to CPDC team and other professionals at regional and state professional development meetings and conferences.

Desired Skills: Microsoft Office, Social Media, Google Drive, D2L, Public Speaking, Collaboration, Customer Service, Problem Solving, Canva

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

Mock Interview & Etiquette Dinner programs	13 hrs/week	Career Services	2 hrs/week
Coaching Appointments	3 hrs/week	Meetings/Development	2 hrs/week