

Career Services (CS)

Career Advisor

Position Overview

The Career Services Career Advisor GA will provide career advising to students and alumni following completion of a comprehensive training program. Additional responsibilities will include developing and presenting a variety of career programs and seminars, coordinating the daily walk-in hours program, directing the alumni mentoring program, and assisting with Career Service's publicity and outreach efforts. The position is part-time (20 hours per week/9 months) and supervised by the director of Career Services.

Responsibilities

The primary responsibility of the graduate assistant will be to provide career advising to students and alumni after completion of a comprehensive training program. Additional responsibilities include developing and presenting a variety of career programs and seminars, coordinating the daily walk-in hours program, and assisting with Career Services publicity and outreach efforts. The assistantship exposes students to all operational aspects of a career center and provides an excellent orientation to a career in this area of student services.

Qualifications

The candidate must demonstrate knowledge of the career development process, ability to build rapport with students, have strong interpersonal, written communication and presentation skills. Ability to take the initiative to complete tasks and develop new programs when appropriate is also desired. Experience with MS Office, web-based applications, and social networking sites preferred.

Hours

August 2015 – May 2016. Academic Year: 20 hours a week. Some evening and weekend hours are required.

Remuneration

- Competitive stipend
- Tuition remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Healthcare: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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