The Auburn University Career Center and the Graduate School are seeking a half-time (20 hours per week) paid graduate assistant to provide career guidance and job search strategies specifically for Auburn University graduate students through one-on-one advising/counseling as well as group sessions, presentations, and events. The Graduate Assistant will also provide communication and marketing to the graduate student population to promote services and programs of the AU Career Center and increase graduate student utilization of services. In addition, the Graduate Assistant will reach out to employers to cultivate relationships and promote graduate students as potential employees for positions within their organizations. This position would ideally begin in May 2016 or August 2016.

RESPONSIBILITIES:

- Provide career advising and counseling for graduate students in the areas of career planning, job search strategies, resume/cv preparation, interviewing skills, networking, and other job search issues.
- Develop and present workshops and classroom presentations to help graduate students learn how to prepare a resume/cv, interview effectively, conduct a successful job search, and present themselves professionally.
- Create marketing and outreach materials targeted to the graduate student population to promote Career Center services and programs.
- Communicate with graduate faculty and graduate program directors to increase awareness and promote services for graduate students.
- Advise undergraduate students on the graduate school application process.
- Represent the Career Center at Graduate School recruiting events, Graduate Student Orientation, and other programs as determined by the Graduate School.
- Provide outreach and communication to employers to cultivate on-going relationships and promote graduate students as potential employees for their organizations.
- Monitor and help academic units track the placement of graduate students, maintaining current placement information and reporting on graduate student placement.
- Evaluate the effectiveness of Career Center outreach to graduate students and submit a written report to the Career Center Director and Dean of the Graduate School each year.
- Other duties as determined by the Career Center and Graduate School.

DESIRED QUALIFICATIONS

Applicants should have knowledge of job search strategies, graduate programs and Auburn University Career Center resources (www.auburn.edu/career) as well as be enrolled in a graduate level program in higher education administration, counseling, human resources, or related field.

DESIRED SKILLS INCLUDE:

Teamwork skills, proven oral/written communication skills, attention to detail, organization/coordination skills, familiarity with basic word processing and desktop publishing such as MS Word, PowerPoint, Excel, etc., comfortable conducting presentations, mentoring skills, able to handle multiple tasks, able to work independently, initiative and self-motivation, creativity, flexibility, and willingness to learn.

Contact: Addye Buckley-Burnell, Assistant Director of Career Development
AU Career Center 334-844-4744
303 Martin Hall addyebb@auburn.edu