DATES/HOURS OF POSITION

– August 2016 – May 2017
– 15-20 hours/week

RESPONSIBILITIES

* RESPONSIBILITIES ARE SUBJECT TO CHANGE BASED ON NEEDS AND STAFF CHANGES.

Perform Career Counseling

– Serve as counselor on call during walk-in hours to address immediate concerns of students
– Interpret assessments (Strong Interest Inventory and TypeFocus) for students looking to decide/change majors and provide insight and resources in this decision
– Review resumes and cover letters in person or via eResume reviews
– Suggest job search and networking strategies

Outreach and Programming

– Provide group interpretations of assessments to students in classes and groups upon request
– Present to groups/class on career related topics

Teach/Co-teach (optional)

– Facilitate UNIV 1150 LC or COUN 3000 with staff member
– Create course syllabi, content, and assessment
– Grade assignments and work with students to address concerns

Additional Duties

– Conduct mock interviews
– Assist with and participate in Career Center special events
– Participate in meetings and professional development
– Other responsibilities as assigned

DESIREd QUALIFICATIONS

Applicants should have demonstrated coursework and/or experience in a human services area.
Other desired skills include:

- Counseling Skills
- Presentation/teaching skills
- Able to handle multiple tasks
- Oral / written communication skills
- Creativity
- Able to work independently
- Attention to detail
- Initiative and self-motivation
- Organization / coordination skills
- Flexibility
- Willingness to learn
- Comfortable conducting presentations
- Teamwork skills
- Familiarity with Microsoft Word, PowerPoint, Excel, Access, etc.

TRAINING

All graduate assistants must be available for mandatory week-long training prior fall semester. Additional training is offered through observation of counseling sessions and workshops led by experienced Career Center counselors. Practicum students/interns also participate weekly/bi-weekly supervision and staff meetings.

CONTACT

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