DAYS/HOURS OF EMPLOYMENT

– July 2016 – June 2016 (Renewal for the 2017-2018 academic year based on budget)
– 15-20 hours/week between 7:45 AM and 4:45 PM

RESPONSIBILITIES

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

Career Advantage Program Involvement  
– Facilitate career training program for group of 8-10 men completing a substance abuse program
– Review resumes and mock interviews electronically and deliver feedback

Career Counseling  
– Serve as counselor on call during walk-in hours to address immediate concerns of students
– Review resumes and cover letters in person or via eResume reviews
– Suggest job search and networking strategies

Outreach and Programming  
– Present to groups/class on career related topics

Additional Duties  
– Conduct mock interviews
– Present day and evening presentations (assigned a specific evening) as needed
– 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,

TRAINING

All Graduate Assistants will receive formal training at the start of the position. Additional training is offered through observation of counseling sessions and workshops led by experienced Career Center counselors. GAs also participate weekly/bi-weekly supervision and staff meetings.

SALARY

Graduate assistantship stipend determined by year and hours worked. Grant funded position.

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