



Division of Student Affairs

Position: Graduate Assistant, Employer Engagement
University Career Services, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:

Graduate Assistants assigned to career services have the opportunity to work in a mission-critical department on a wide range of substantive projects that complement many facets of graduate-level course work. The department commits to on-going and comprehensive training and supervision of each Graduate Assistant to support his/her development as they master transferable skills in the Career Center setting. Graduate Assistants in career services gain “hands-on” experience working on important projects with internal constituents (students, administration, and faculty) and external constituents (companies and employers); all of which enhances their competitiveness in future career aspirations.

Responsibilities include (but are not limited to):

Employer Engagement:

- Research companies (managed accounts and exploratory) and work with the Employer Relations team to develop strategies for establishing relationships
- Become familiar with and utilize *Handshake* to post and approve employer job postings
- Pull employer engagement data from *Handshake*; generate monthly report of outreach activity.
- Assist with increasing internships, job shadowing, & experiential learning opportunities for students both locally, regionally and nationally.
- Serve as back-up to the Coordinator of Employer Relations for the approval of job and internship postings.
- Coordinate Job Fairs and Industry Networking events.
- Provide outreach and follow-up with our employer partners both via email and phone

Qualifications:

- Bachelor's degree; doctoral-level candidate strongly preferred.
- Intermediate knowledge of Microsoft Word, Excel, PowerPoint.
- Excellent computer skills and experience posting a variety of content across different platforms.
- Attention to detail and an ability to think creatively and efficiently while maintaining organization.
- Must be detail oriented, organized, and focused
- Ability to multitask and prioritize a must
- Excellent verbal and written communication skills
- Should be creative and able to think outside the box

- Fast learner and works well with others

Length of Assistantship: This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.