

University Counseling Center: Career Counseling Graduate Assistant

I. Provide Career Advising to Students

- Provide career advising appointments at the Career Center (Allendale)
- Utilize the MBTI, Strong Interest Inventory, Focus II, Strengths Quest, and other career resources to individually assist students in their career development process.
- Refer students to additional career counseling or personal counseling resources when appropriate.
- Provide brief 10 minute career advising sessions during “Times for Ten” drop-in hours. Topics covered include career exploration, resume review, interview strategies, graduate school questions...

II. Co-Teach the US 102 Career Exploration Class

- Collaborate with one Career Center staff member to co-teach a section of the US 102 Career Exploration course each semester.

III. Provide outreach programming to first and second year students on-campus related to career exploration.

IV. Provide outreach programming for US 102 classes related to the variety of services the Career Center offers.

V. Participate in University Counseling Center awareness events/outreaches such as National Screening Days (for depression, anxiety, alcohol) and Stress Management.

VI. Coordinate the Annual Graduate School Fair

- Oversee the operations surrounding the annual graduate school fair. We invite representatives from 35-40 graduate programs to come to GVSU to meet with the Grand Valley students and to discuss graduate school options. Your involvement would begin with pre-planning, to managing the fair the day of, to wrap-up and evaluation. It is a great event to run to gain valuable experience and to begin to build a bridge to numerous professional contacts.

VII. Coordinate the University Counseling Center and the Division of Student Services Outreach Data Collection

- Supervise the University Counseling Center student workers who collect and process the data collection.

VIII. Receive Administrative Supervision from the Coordinator of Career Parallel Planning Services (1 hour every other week)

IX. Receive Career Advising Supervision from the Coordinator of Career Testing and Programming (1 hour every week)

X. Participate in In-service Training

- Complete all designated training modules and career tests to become familiar with career concepts.
- Become very familiar with Focus II, MBTI, Strong Interest Inventory, Strengths Quest and ONET.
- Develop a working knowledge of all career resources located in the Career Services Office and associated online resources.
- Attend identified professional development meetings with the University Counseling Center staff.
- Attend both all-staff University Counseling Center staff meetings once a month and the Career Center Staff meetings.

Each graduate assistant within the CSAL program, working with their supervisor and the CSAL Professional Development Committee completes a Learning Contract. The goal of the Learning Contract is to guide graduate assistants in gaining competency in the following areas: Advising; Communication; Counseling and Discipline; Diversity; Theoretical Foundations; Leadership; Personnel Management; Planning and Projection; Research; and Technology. Competencies are gained through the work of the assistantship, through the academic program, and through participation in monthly professional development sessions.

This Graduate Assistantship requires a baccalaureate degree and admission to the Masters of Education in the School of Education. Students pursue the College Student Affairs Leadership (CSAL) concentration. Graduate assistants work 20 hours per week for a ten month contract (August 1, 2016 to May 27, 2017)

The stipend for Graduate Assistantships is \$9,000 for ten months and a tuition waiver covers up to 21 graduate credit hours.

Work Station

The graduate assistant will work in the Career Center on the Allendale campus. The work station at all locations includes a computer and phone.

Supervision

The coordinator career parallel planning supervises the career counseling graduate assistant. The performance of CSAL grads is evaluated at the end of each semester.