

# GRAND VALLEY STATE UNIVERSITY

## Career Center

College Student Affairs Leadership (CSAL)

Graduate Assistant

1-03-02-11F-O-01-01-E-F

### Responsibilities

Participates as a full-fledged member of the Career Center team with direct student, employer, faculty and staff interaction. Duration is Late Aug thru May.

- Develops a working knowledge of the departmental functions and career resources
- Advises students and alumni on experiential education and career subjects
- Builds and maintains relationships with employers, faculty and staff
- Researches, utilizes and develops technology to work with constituents
- Supervises a peer groups Career Connectors or Student Ambassadors
- Researches and completes special projects with opportunity to make input on choosing ones aligned with personal and professional interests
- Assists in teaching US102 (Career Planning), US301 (Job Search & Strategies) and/or equivalent courses
- Special assignments include: Coordinating, Speed Interviewing sessions, Etiquette Dinners, Student Ambassadors, and Presentation Request Process. (First Year)
- Special assignments include: Supervising peer advising group (Career Connectors), coordinating Speed Interviews, Etiquette Dinners. (Second year)

Receives comprehensive training in all of these areas, including how to assist students and alumni with résumé development, networking, interview skills, and strategies for finding internships, co-ops and jobs and other issues related to employment.

An experienced supervisor will be assigned to each GA. A Learning Contract will be developed and serve as a guide for a meaningful experience. In collaboration with the CSAL Professional Development Committee, the GA will gain competency in a number of relevant areas. Competencies are developed through the assistantship work, the CSAL academic program, and through participation in monthly professional development sessions.

### Qualifications

- Passion for helping students/alumni succeed, with demonstrated willingness to learn more about employment strategies and techniques
- Strong organizational skills, ability to pay attention to detail while managing multiple tasks
- Ability to convey respect, caring and professionalism to all constituents
- Excellent verbal and written communication skills
- Willingness to take initiative, participate in staff/divisional meetings, contribute ideas and insights, and give and receive constructive feedback
- Experience with MS Office, including Excel, the Internet and current technology
- Prefer some work experience outside of higher education

This GA requires a baccalaureate degree and admission to the Masters of Education, CSAL Concentration in the College of Education. The GA will work 20 hours per week for a ten month, extended, contract (generally from the last Friday in July through the last Friday in May.) A tuition waiver covers up to 21 graduate credit hours per academic year and includes a stipend.

### Work Environment

The GA works primarily in the Career Center offices in DeVos at designated work stations. Some travel to other locations, both on-campus and off-campus, such as employer facilities, will be required.

### Supervision

The GA is supervised by a Career Center professional staff member. Performance is evaluated on an on-going basis. GA supervisors are encouraged to participate in training offered by the CSAL Professional Development Committee. A number of our staff are CSAL alumni.

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