

University Counseling Center: Career Counseling Graduate Assistant Job Description

The University Counseling Center has one graduate assistant position available. This position is under the auspices of the University Counseling Center and will have the unique opportunity to work collaboratively with the Career Center and campus advising centers to assist students in their career development and educational planning. This position will have a specific focus on providing services to first and second year students on the Allendale campus. The duties and responsibilities of this position will be split between the University Counseling Center and Career Center.

University Counseling Center Responsibilities (40%):

- Coordinate the pre-planning, day of, and post event organization of the annual Graduate School Fair.
- Participate in University Counseling Center mental health awareness events/outreaches
- Participate in monthly professional development and in-service staff trainings on topics including mental health awareness, diversity education, career counseling, crisis management, and higher education administration.
- Coordinate the University Counseling Center and Division of Student Services outreach data collection (includes the supervision of student workers and database management)

Career Center Responsibilities (60%)

- Provide individual and group career advising appointments to undecided and career exploring students
- Utilize the Myers Briggs Type Indicator, Strong Interest Inventory, Focus II, and Strengthsquest assessments and other career resources to individually assist students in their career development process
- Refer students to additional career counseling, academic services, and personal counseling resources when appropriate
- Provide drop in career advising sessions during “ Career Lab” drop-in hours. Topics covered include career exploration, resume review, interview strategies, and graduate school questions.
- Shadow and co-teach a section of the US 102 Career Exploration course each semester
- Collaborate with academic advising in the facilitation of Career Parallel Planning

Qualifications

- Strong interest in assisting undecided and exploring students in the career development process
- Must be willing to work independently and show strong initiative and an openness to learning a new skillset
- Must be able to respect privacy and maintain confidentiality
- Ability to present and interact with small and large audiences
- Flexibility in scheduling of work hours. This position is 20 hours per week which may include occasional evening programs.
- Must be comfortable working in a fast paced, collaborative, inter-office and intra-office environment
- Must be comfortable learning and working with various online software programs, student databases, and spreadsheets