

GRAND VALLEY STATE UNIVERSITY  
**University Counseling Center**  
College Student Affairs Leadership (CSAL)  
Career Counseling Graduate Assistantship

**Job Description:**

The career counseling graduate assistant position is housed in the University Counseling Center and offers 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 has a specific focus on providing services to first- and second-year students either in-person, virtually, or a combination of both, depending on the health and safety requirements surrounding the campus. Job responsibilities will directly correlate with class material focused on student development theory, career counseling theory and applications, and systems in higher education. The graduate assistant will be supervised by the Coordinator of Career Development Services within the University Counseling center, as well as be an integral part of the Career Development team.

**Responsibilities:**

Career Counseling Responsibilities (70%)

- Provide individual and group career advising appointments to undecided and career exploring students
- Utilize the Meyers Briggs Type Indicator, Strong Interest Inventory, Pathway U, and StrengthsFinder 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 CLAS Academic Advising and the Exploratory Studies Committee to provide individual career counseling and program planning.
- Aid in the development and facilitation of the Career Development Groups.

University Counseling Center Responsibilities (30%):

- 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
- Assist in the planning and implementation of National Mental Health Screening Days
- 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.

**Expectations:**

- Ability to demonstrate both individual initiative and collaboration as part of an interdisciplinary team.
- Openness to learning about the functions of numerous departments and offices that collaborate to provide integrated career development services to students.
- Ability to multi-task and switch between the role of advisor, outreach presenter, and conference coordinator.
- Willingness to examine creative and new means to connect with students via individual and group career programming.

**Qualifications:**

Education Requirements: BA/BS required & acceptance to the GVSU Graduate School.

**Work Environment:**

This position will hold office hours and appointments on the Allendale campus. Office space will be provided in both the University Counseling Center and the Career Center in the Student Services Building. In order to accommodate this arrangement, a laptop and/or desktop will be provided. If state health mandates require it, remote and virtual work will be part of the arrangement.

**Expected learning outcomes/professional competencies:**

The graduate assistant will gain skills in career advising, program/event planning, outreach development and presentation, strategic planning, and navigating relationships with multiple offices that share similar goals within a university system.

**Supervision/Collaboration with organization:**

The graduate assistant will be supervised by the Coordinator of Career Development Services. Supervision will take place every other week in 1:1 style meetings. On the weeks where the individual meetings do not take place, the graduate assistant will participate in the Career Development team meetings. These meetings serve as venues for updates on progress, program development, and supportive problem solving when concerns arise. In addition, the graduate assistant will attend a monthly University Counseling Center full-staff meeting, as well as a twice-a-month professional development trainings and presentations within the Counseling Center. In the Fall semester, graduate assistants will also attend a twice a month multicultural seminar with other new trainees at the Counseling Center. This seminar will be led by the Coordinator of Diversity and Inclusion Initiatives.

**Terms of appointment:**

The position will work 20 hours per week for ten months. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9000.

This is a one-year appointment with an opportunity for renewal for the 2022-2023 academic year.

**Contact Information:**

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University Counseling Center

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For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csdl/>