

## **CAREER DEVELOPMENT CENTER GRADUATE ASSISTANT DESCRIPTION**

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### **Overview of Department**

The Career Development Center supports the mission of Appalachian State University and the Division of Student Development, to promote the intellectual, cultural and personal development of its students.

The Career Development Center empowers students and alumni to select and pursue careers consistent with their values, interests, abilities, experiences, and education. Our staff works to develop the career and professional skills of students through career counseling, presentations, workshops, and web-based resources.

The Career Development Center works to facilitate the University's goal of economic development for the region. Our staff facilitates unions between our students and employers that benefit the state as a whole through career fairs, employer workshops and information sessions, networking events, and on-campus interviewing opportunities.

### **Overview of Position**

The Career Counseling Graduate Assistant plays a key role in helping the Career Development Center staff in accomplishing our mission. Once trained, the GA will provide individual career counseling, outreach presentations and practice interviews to students on a variety of topics including resume/cover letter writing, interview practice, job searching and networking. The GA will be supervised by Michelle Brown, Assistant Director for Career Development, who will provide bi-weekly supervision meetings.

### **Responsibilities**

- Provide drop in career counseling appointments to students in all majors
- Coordinate and conduct practice interviews with students in all majors
- Design and implement collaborative programming and presentations with residence halls, clubs and organizations as well as other student groups on campus
- Assist the staff with the planning, marketing and implementing Career Center programming:
  - Internship Fair, CareerFest, Education Career Fairs, Health Sciences Professional School Fair, Graduate and Professional School Fair and Major/Career Exploration Fair
  - Resume Clinic, Special topic workshops
- Maintain knowledge of Career Gear software, online career management system
- Provide career counseling to undecided students in the Career Exploration Office
- Attend weekly staff and other committee meetings
- Relevant projects depending on the needs of the Career Development Center (research, marketing, social media, etc.,)

### **Compensation and hours**

- 20 hours/week Assistantship
- Stipend: \$9,000.00 per year (divided equally among the fall and spring semesters only)
- In-state tuition scholarship: \$4,040.00 per year divided equally among the fall and spring semesters- (final amount will be equal to approved in-state tuition)
- Parking: \$ 204.00
- Professional Development: \$ 300.00

### **Preferred Qualifications**

- Master level student in one of the following areas: College Student Development, Professional School Counseling, Social Work, Community Counseling, Psychology
- Experience in helping relationships (peer mentoring, tutoring, etc.,)

### **Desired Skills and Competencies**

- Knowledge of and proven use of helping skills; Energetic, Excellent presentation and outreach skills
- Independent, motivated, self-starter; Organized, dependable and ability to follow through with projects

### **To Apply**

Follow application procedures for GAPP weekend.

**THANK YOU FOR YOUR INTEREST IN THE CAREER DEVELOPMENT CENTER!**

