

## **CAREER EXPLORATION OFFICE GRADUATE ASSISTANT DESCRIPTION**

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### **Overview of Department**

The Career Exploration Office (CEO), a part of 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.

Professional career counselors and trained undergraduate career guides work individually with students to help them select and pursue majors and careers consistent with their values, interests, abilities, experiences, personality and education. Additionally, the CEO offers a variety of major and career assessment inventories to assess students in the areas of interests, abilities, values and personality.

### **Overview of Position**

The CEO graduate assistant provides a valuable service to the center by providing career counseling to undeclared students, supervising and training interns/career guides, organizing and presenting programs and outreach and completing various administrative tasks. The majority of these hours will be spent in the CEO providing career counseling to ASU students in their career and major decision making and supervising and mentoring undergraduate interns/Career Guides. Some of these hours will be spent planning, coordinating and conducting outreaches to various clubs, organizations, residence halls and classes. One hour will be co-leading our staff meetings and one hour will be a supervisor's meeting. The graduate assistant is expected to assist in our summer training retreat which is held on Friday after Fall classes begin. Supervision and feedback will be provided weekly during a one hour supervision meeting.

### **Responsibilities**

- Provide career counseling to students who are undeclared about their major and career path
- Supervise, train, lead and mentor 3-4 undergraduate interns
- Plan, coordinate and conduct outreaches to residence halls, clubs, classes and organizations
- Co-plan and run staff meetings
- Represent CEO at campus events including club expo, open house and Internship, Leadership and Involvement Fair
- Serve as a liaison to all residence halls, clubs and organizations
- Schedule guest speakers from various academic departments and organizations
- Recommend, design and implement marketing & promotion strategies to Freshmen and Sophomores based on knowledge of campus and student culture
- Update and maintain CEO bulletin boards and distribute marketing materials among students
- Assist in intern recruitment
- Ensure in the efficient operation of CEO by completing various administrative tasks

### **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

### **APPLICATION**

Follow application procedures for GAPP weekend.

**THANK YOU FOR YOUR INTEREST IN THE CAREER EXPLORATION OFFICE!**