

CAREER COUNSELING AND MENTORING GRADUATE ASSISTANT, CAREER EXPLORATION OFFICE

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, graduate assistants and trained undergraduate interns 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 assessment inventories to assess students in the areas of interests, abilities, values and personality.

Overview of Position

The *Career Counseling and Mentoring graduate assistant* provides a valuable service to the center by providing career guidance to deciding students, supervising and training interns, organizing and presenting programs and outreach and completing various administrative tasks. The majority of these hours will be spent in the CEO providing career guidance to ASU students in their career and major decision making and supervising and mentoring undergraduate interns. 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 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 and guidance to students who are deciding their major and career paths
- 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 other campus fairs/events
- Schedule guest speakers from various academic departments and organizations
- Recommend, design and implement marketing & promotion strategies to first and second year students based on knowledge of campus and student culture
- Update and maintain CEO bulletin boards and distribute marketing materials among students
- Assist in planning and execution of Majors Fair
- 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; Positive energy; Excellent communication, listening, and mentoring 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!

