Career Graduate Assistant

Supports the Voiland College Internship & Career Services office, working directly with students in the development of their career interests and aspirations. Assist students with a variety of issues, including career-related topics such as resume writing, cover letter writing, internship or job searches, and using online career resources. Provide drop-in support and career assistance to students on a first-come, first-served basis during regularly scheduled drop in hours. Assist in developing, facilitating, and evaluating professional development workshops and class presentations related to success strategies, career/internship/graduate school exploration, and employment search issues. Assist in the development and implementation of marketing strategies to advertise and promote career events to VCEA students, faculty and staff. Position duties and responsibilities will be performed in support of Voiland College Internship & Career Services vision, mission and values as well as VCEA mission and goals.

Job Requirements:

Bachelor’s degree or equivalent
Full-Time, enrolled WSU graduate student for the 2018-2019 academic year
Must maintain a full-time academic load and a 3.0 cumulative GPA for the duration of the assistantship.
Demonstrated commitment to customer service.
Proficient with Microsoft Office suite (e.g. Word, Excel, Access, Outlook, etc.)

Preferred Qualifications:

Work-Study preferred but not required;
Strong written and oral communication, interpersonal, and organizational skills;
Flexible and adaptable;
Experience working with diverse populations;
Experience conducting workshops and presentations;
Experience performing database management, records maintenance, and organization within an office environment;
Ability to work in a team as well as independently;
Ability to work a flexible schedule including some evenings or weekends;
Ability to perform multiple tasks, take initiative, and solve problems.

How to Apply:

Please email Résumé and Cover Letter to the director, Voiland Internship & Career Services (brabb@wsu.edu).