Graduate Assistant – Career Services (2019-2020 academic year)

Working directly with students to further their career readiness. Position duties and responsibilities will be performed in support of Academic Success and Career Center (ASCC) vision, mission and values as well as institutional mission and goals.

Primary Duties

- Assist the Career Coaching team with conducting Career Readiness workshop presentations (training provided).
- Provide daily (career) drop-in support to students on a first-come, first-serve basis.
- Facilitate and evaluate academic courses related to success strategies, Career Readiness & Academic Exploration
- Conduct presentations for small & large student groups (student clubs, campus residential halls, prospective students).
- Assist students with a variety of issues, including appropriate course selection, major and career decision-making, internship exploration, job and graduate school search strategies. (one on one, and small group formats).

Compensation

- The position would start Fall of 2019 and preferably continue through the 2019-2020 academic year.
- Includes a salary for nine months (.5 FTE) and graduate student health insurance ($14,953.00 approximate value).
- All Graduate Assistant positions are nine-month, half-time (.5 FTE), 20 hours per week positions.

Job Requirements:

- Daily engagement with diverse populations, and commitment to customer service.
- Able to work occasional “early” evenings.
- Bachelor’s degree or equivalent.
- Full-Time, enrolled WSU graduate students
- Must maintain a full-time academic load and a 3.0 cumulative GPA for the duration of the assistantship.
- Proficient with Microsoft Office suite (e.g. Word, Excel, Access, Outlook, etc.)

Preferred Qualifications:

- Work-Study preferred but not required, must be a resident of the state of Washington.
- Strong written and oral communication, interpersonal, and organizational skills
- Experience conducting workshops, presentations, and/or one-to-one assistance.
- Experience performing database management, records maintenance, and organization within an office environment
- 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 Resume and Cover Letter to the Recruitment and Selection Committee at:

cmotley@wsu.edu or bmjames@wsu.edu