**Career Graduate Assistant**

Supports the Academic Success and Career Center (ASCC), working directly with

students in the development of their career interests and aspirations.

* Assist students with a variety of topics, including appropriate course selection, major and career decision-making, internship exploration, job and graduate school search strategies.
* 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 academic courses and workshops related to success strategies, career/internship/graduate school exploration and employment search issues.
* Assist in the development and implementation of communication tools for faculty/staff within the ASCC and the campus related to career related topics.
* Position duties and responsibilities will be performed in support of ASCC’s vision, mission and values as well as institutional mission and goals.
* Assist the Career Coaching team with Career Readiness workshop presentations

**Compensation**

Compensation 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.

The position would start fall of 2020 and continue for the full nine months and preferably into the next year.

**Job Requirements:**

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.  
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, must we a resident of the state of Washington.
* Strong written and oral communication, interpersonal, and organizational skills
* 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 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](mailto:cmotley@wsu.edu)