

Voiland College Internship & Career Services Graduate Assistant Position Description

Career Coach Graduate Assistant

Supports the Voiland College of Engineering and Architecture Internships & 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.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent
- Current WSU GRADUATE student
- Demonstrated commitment to customer service.
- Proficient with Microsoft Office suite (e.g. Word, Excel, Access, Outlook, etc.)

ADDITIONAL QUALIFICATIONS - Applicants must meet the following criteria:

- Approval from your home academic department.

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.
- Valid driver's license with minimal history of moving violations; ability to drive 8-passenger van.

APPOINTMENT CONTINGENCY - The Graduate Assistantship offer is contingent upon the following:

- That you remain enrolled full time as a degree-seeking student in GRADUATE status during the period of your appointment.
- That you maintain a 3.0 cumulative GPA during the period of your appointment.
- That progress toward your degree remains satisfactory as determined by your academic home department.
- That you work an average of twenty (20) hours per week.
- That you are free from educational loan defaults.
- The availability of departmental funds.

COMPENSATION AND BENEFITS

- Salary Step 6 - \$11,853 (\$1,302/month).
- 2019-20 Health Insurance: Estimated at \$2,000 (available for .5FTE appointments only).
- 2019-20 Resident Tuition Waiver: Estimated at \$11,784.

HOW TO APPLY:

Submit the following to Sandi Brabb, Director, Internships & Career Services, Voiland College of Engineering and Architecture, vcea.internships@wsu.edu or through Handshake (<https://app.joinhandshake.com/jobs/2612320>):

1. Cover letter detailing your interest in this position and highlighting any relevant experience.
2. Resume that includes your WSU student ID number.
3. Sample PPT presentation you have given
4. Names and contact information of three references.

The **deadline to apply is January 24, 2020**. Application review begins **January 2, 2020** and will continue until the position is filled. Contact Sandi Brabb via email (vcea.internships@wsu.edu) or call (509) 335-3740 if you have questions.

DUTIES AND RESPONSIBILITIES

- Student career development assistance- 12-15 hrs/week.
- Check for student emails daily and respond in a timely manner.
- Create, edit, and publish student communication and employer on/off-campus recruitment marketing;
- Provide outreach and assistance to campus and community partners.
- Assist with ENGR 488/489 course administration;
- Track off-campus student employment numbers;
- Prepare student employment reports;
- Co-facilitate career development training workshops, small group exercises.

Event coordination- 1-2 hr/week

- Assist in planning and implementing employer on-campus recruitment;
- Assist in coordinating the Student Intern of the Year Program.

Other Responsibilities - 2-3 hrs/week

- Assist with coordination of Career Expo & Technical Fair and other career development events.
- Other duties as assigned.

ESSENTIAL WORK COMPETENCIES

- Knowledge of basic duties and responsibilities of the position.
- Ability to communicate professionally and effectively both orally and in writing.
- Ability to apply effective interpersonal skills with a demonstrated ability to work professionally and collaboratively with a diverse population of students, parents, faculty, staff, general public, external offices, and outside agencies in a diplomatic and positive manner, including difficult situations.
- Ability to prioritize and complete job assignments in a timely manner.
- Ability to perform multiple functions simultaneously.
- Skill in carrying out clearly defined procedures.
- Basic computer skills, proficiency using software programs including word processing, database spreadsheet programs, PowerPoint, and electronic mail/calendar.

MENTAL REQUIREMENTS

- Ability to reason logically.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively interact with people in a positive manner.
- Ability to apply technical knowledge.
- Ability to apply information in stressful situations.
- Ability to comprehend complex problems and reach reasonable conclusions.
- Ability to maintain high level of awareness of needs and concerns of all constituents.
- Ability to use mental skills to recall, analyze, and organize information and make complex decisions.
- Ability to apply office mission, goals, priorities, policies, and procedures on a daily basis.

WORK CONDITIONS

- Work is performed primarily in an office setting.
- Occasional evening and weekend work may be required.

PHYSICAL REQUIREMENTS

- Must be able to operate desktop computer equipment and other office technology.
- Ability to travel across campus and access various types of buildings.
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU students and staff; in person, via email, and over the telephone.
- Requires ability to carry workshop materials and supplies, assist in transporting material for events and activities.

The position description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract but rather to lay out the essential functions and qualifications of the position.