Career Services 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 major and career decision-making, internship exploration, and 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 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 graduate tuition waiver, salary compensation, and health insurance. All Graduate Assistant positions are nine-month, half-time (.5 FTE), 20 hours per week positions. The position would start fall of 2022 and continue for the full nine months and preferably into the next year.

Job Requirements:
- Attained a bachelor’s degree or equivalent
- Washington State Resident
- Full-Time, enrolled WSU graduate student
- 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:
- 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.