



Graduate Assistant Position Description – Career Development Center

The Graduate Assistant (GA) will have a combination of responsibilities that can include one-on-one student interaction, program development and support as well as an administrative project.

The Graduate Assistant (GA) will meet with students who are beginning the self-assessment or job search process. For students in need of self-assessment so that they can make good choices about their academic major and/or career direction, the GA will introduce them to/assist them with the use of on-line career assessment tools (e.g., TypeFocus). For students in need of job search support, the GA will be trained to conduct initial reviews of résumé and cover letter drafts as well as on-line tools (e.g., LinkedIn accounts). The GA will also help plan and deliver career-related programs (e.g., résumé workshops, how to work a job fair).

If the GA has an interest in career development, they will have the opportunity to observe/learn from counseling staff members with the goal of being able to conduct independent career counseling appointments. Common topics include choice of major and/or career, interpretation of self-assessment instruments as well as developing job search skills and strategies in both formal appointments and drop-in sessions.

Examples of administrative projects that the graduate assistant may choose from include support for peer advisors, administration of social media, and marketing/outreach to underserved populations.

A graduate assistantship within the CDC will benefit a graduate student (especially one interested in higher education and/or within career development) by allowing them to:

- Have one-on-one interactions with college students
- Develop/strengthen general counseling and presentation skills
- Begin to develop expertise around career development issues specific to college students and to alumni
- Learn from staff members who have experience working with college students in diverse institutions

Additionally the GA will have the opportunity to connect to professional networks within the field that would help to advance their careers as several of the staff members are active leaders within related professional associations.

Qualifications: enrolled in a RIC graduate program. Strong communication and interpersonal skills with an interest in working in a coaching role are required.

To apply to this position, please send a copy of your résumé, along with a brief statement of interest to:

Demetria Moran

Director, Career Development Center and Office of Student Employment, dmoran@ric.edu.