Position Description
Career Education Graduate Assistant

The graduate assistant for Career Services assists the Associate Director and Career Specialists. Duties include utilizing online resources such as FOCUS 2 and TigerLink; making presentations to classes such as ACAD 1100 and COUN 1661 (Career Development); providing individual assistance on career and internship related topics; writing articles for the parent and student e-news; and assisting full-time staff with various projects.

- Provides one-on-one assistance to assist students in connecting academic major to career and preparing for internships, full-time professional employment, and/or graduate/professional school.
- Conducts mock interviews and critiques resumes.
- Utilizes Focus 2 (online career guidance system) for career assessment.
- Uses online resources (e.g. TigerLink) for presentations, individual advising, and to provide electronic critiques of students’ work.
- Develops and presents PowerPoint presentations and interactive learning activities for classes/student groups.
- Utilizes TigerLink to share job/internship opportunities with students and to promote events.
- Attends campus meetings/events as needed.
- Other duties as assigned.

Position requires graduate enrollment in a Counseling, Education, Social Work, Student Personnel or related program at the Masters, Doctoral or Professional level with satisfactory academic performance. Additionally, the position requires strong counseling and rapport building skills, excellent written and oral communication skills, ability to present information to large groups of students, and strong computer skills to include Microsoft Word, Excel, Publisher, PowerPoint and web-based applications. A high level of flexibility/adaptability, as well as the ability to work independently and as part of a team is necessary to be successful in this role. Knowledge of learning assessments, student development theories, and counseling/career counseling theories is helpful.

Compensation:

Tuition remission and a monthly stipend.

Interested applicants should submit a cover letter and resume to Dr. Clay Woemmel, cwoemmel@memphis.edu.