Graduate Assistant – Employer Relations

About Us

Career Services helps Tiger Talent thrive by assisting you with the successful transition from college to career. The Graduate Assistant (GA) will be a key team member in Career Services working closely with the Employer Relations Team. The Employer Relations Team manages campus recruiting programs and events and employer outreach and engagement.

What You Will Do

- Review, analyze and approve job postings in TigerLink
- Manage Career Services’ social media networks
- Coordinate logistics for various campus recruiting programs such as information tables, sessions, career fairs, and more
- Schedule and confirm appointments
- Assist with the planning, development and execution of career fairs and other career-related events
- Research and analyze data to support Employer Relations and Career Services
- Assist with data collection and tracking hiring outcomes
- Design various event and program collateral
- Other duties/projects as assigned

Skills You Need

The successful candidate will be a great communicator with a servant-leader attitude capable of communicating with individuals at all levels. You are a critical thinker and proactive problem solver. You are a fast-learner that takes initiative to “connect the dots”.

- Above average attention to detail
- Must demonstrate above average proficiency with Microsoft Office suite and Adobe Acrobat.
- Basic to intermediate research and data analysis skills
- Social media savvy
- Bonus points if you have graphic design skills using Adobe Creative Suite (Photoshop and/or InDesign) or other design software.
- Must be familiar with University brand standards.

Eligibility

Proof of admission to a graduate academic program is a requirement for eligibility for appointment as a graduate assistant. Prefer candidates beginning their graduate program in Fall 2018. Selected student will receive a tuition waiver (restrictions apply) and a monthly stipend.

Apply with cover letter and resume to Yolanda Dillard at ydillard@memphis.edu.