Position: Graduate Assistant, Career Services Generalist
University Career Services, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:

Graduate Assistants assigned to University Career Services have the opportunity to work in a mission-critical department on a wide range of substantive projects that complement many facets of graduate-level course work. The department commits to ongoing and comprehensive training and supervision of each Graduate Assistant to support their development as they master transferable skills in the Career Services setting. Graduate Assistants in career services gain “hands-on” experience working on important projects with internal constituents (students, administration, and faculty) and external constituents (companies and employers); all of which enhances their competitiveness in future career aspirations.

The Graduate Assistants primary role is to assist the Executive Director of Career Services and administrative staff with tasks involving research, data collection and assessment, planning and development of career programming, facilitate student experiential and career-related needs and assist student focus group planning.

Responsibilities may include (but are not limited to):

- Create design instruments to assess student and employer programs including writing of the final data analysis outcome. Assist with student focus group design and facilitation in support of learning outcomes or other department key initiatives.
- Conduct individual/group advisement for students as appropriate, including discussions that focus on academic and personal skill development.
- Assist in the large collection, analysis and reporting of graduate destinations/outcomes data through SurveyMonkey, Excel and Microsoft Access.
- Assist the Event and Leadership team with event support as needed as well as the daily operation of Leadership Programs.
- Work with the Employer Relations team to develop strategies for establishing relationships current and desired companies. Provide research trends in hiring of the top 10 industries of St. John’s major.
- Assist the front desk with customer service interaction with student and employers.
- Serve as back-up to the Coordinator of Employer Relations for the approval of job and internship postings.
- Oversee the collection of data from assessments of student participation in internships.
Division of Student Affairs Position Description

Qualifications:

- Bachelor’s degree required
- Enrollment in a full-time Master’s program
- Intermediate knowledge of Microsoft Excel, Access, Word and PowerPoint; Knowledge of SPSS or Tableu is a plus.
- Excellent computer skills and experience manipulating data from SurveyMonkey to Excel and Access for data analysis and reporting.
- Attention to detail and an ability to think creatively and efficiently while maintaining organization.
- Must be detail oriented, organized, and focused
- Ability to multitask and prioritize a must
- Excellent verbal and written communication skills
- Should be creative and able to think outside the box

Length of Full Assistantship*: This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from late August through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.