Division of Student Affairs

Position: Graduate Assistant, Mentoring
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 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 on-going and comprehensive training and supervision of each Graduate Assistant to support his/her 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 (alumni and employers); all of which enhances their competitiveness in future career aspirations.

Under the direction of the Executive Director and the Director of Career Development, he/she will provide support to the mentoring programs E.P.I.C. (Establish Relationships, Promote Possibilities, Impact Direction, Confirm Next Steps) and Aspire.

Mentoring Programs:
- Assist with the development and implementation of E.P.I.C. and Aspire mentoring programs.
- Conduct recruitment events for mentors/mentees (i.e. tabling, campus outreach events, information sessions).
- Assist with renewing candidate applications & conducting trainings.
- Attend/conduct check-in sessions, trainings and events for mentors and mentees.
- Manage and troubleshoot incoming flags from mentors/mentees and coordinate next steps with program coordinators.
- Create bi-monthly mentor e-Newsletter for E.P.I.C.
- Assist with event planning for departmental programs, events, and social gatherings.
- Coordinate application process for mentor/mentee awards.
- Perform all other duties as requested.

General:
- Assist with the compilation of the End of Semester Reports and the Executive Summary for the year.
Division of Student Affairs Position Description

- Develop and maintain professional relationships with the University’s community, including alumni, faculty, administrators, staff and students.
- Serve as a team member in University Career Services

Qualifications:
- Bachelor’s Degree
- Must have applied and been accepted into a Graduate Program at St. John’s University
- Effective leadership and communication skills
- Ability to work well independently and as part of a team
- Proficient in computers and use of Microsoft Office (including: Word, and Excel)
- Ability to maintain confidentiality in all duties assigned

Length of Assistantship: This position requires a 20 hour per week commitment. The Graduate Assistant contract runs from Late-August/September through May and is eligible for renewal on a yearly basis.