Division of Student Affairs

Position: Graduate Assistant, University Career Services
Staten Island Campus, 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 Center 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.

Responsibilities include (but are not limited to):

• Events & Programming
  o Assist in the management, development and promotion of career programs and resources, both in-person and virtually
  o Write, design, and create marketing and educational materials for students, employers, faculty, and campus contacts
  o Conduct ongoing research for, and assist in, management of social media and website content
  o Research and propose ideas for new programs, keeping up with current trends
  o Coordinate logistical support from campus providers including room requests, facility setups, IT requirements and food services
  o Develop and maintain appropriate professional relationships with the University community, including faculty members, administrators, staff members and students

• Student Engagement:
  o Conduct individual/group advisement for students both in-person and virtually, as appropriate, including administration and interpretation of career assessments, once trained, and keep accurate notes.
  o Facilitate University Career Services presentations to classes upon request
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- Provide guidance to Career Peers and Student Workers in collaboration with Director and Assistant Director; including scheduling and assigning tasks
- Assist in the daily operations of Leadership Programs including, but not limited to The National Society of Leadership and Success and Omicron Delta Kappa Leadership Honor Society
- Assist with student focus group design and facilitation, as well as assessment design and implementation, in support of learning outcomes or other department key initiatives
- Oversee the collection of data from assessments of student participation in internships; enter as necessary and work with leadership to create reports
- Assist in the collection, analysis and reporting of graduate destinations/outcomes

- Employer Engagement
  - Research companies (managed accounts and exploratory) and work with the Employer Relations team to develop strategies for establishing relationships
  - Become familiar with and utilize Handshake to post and approve employer job postings
  - Assist with increasing internships, job shadowing, & experiential learning opportunities for students both locally, regionally and nationally.
  - Provide outreach and follow-up with our employer partners both via email and phone

**Qualifications**

- Bachelor’s degree
- Proficiency in Microsoft Word, Excel, PowerPoint
- Knowledge of other MS Office 365 platforms, WebEx, social media platforms, Canva, and other marketing platforms a plus
- Excellent interpersonal, verbal, and written communication skills
- Experience working with culturally diverse populations and demonstrated leadership is desired.
- Should be creative and able to think outside the box
- Experience working with culturally diverse populations and demonstrated leadership is desired.
- Demonstrated commitment to collaborative teamwork.
- Must be able to work independently and proactively monitor and manage timelines to facilitate completion of goals and objectives.
- Must be detail oriented, organized, and focused
- Must be willing to work at least one evening or weekend event, as needed.

**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.
*Half assistantship: A half assistantship requires 10 hours per week, working two to three days in the office, during regularly scheduled office hours.