



Graduate Assistant in the Business Career Center for the College of Business Administration & the Graduate School of Management

General Description

Responsibilities include assisting Business Career Center in providing services to the College of Business Administration undergraduate students. Preference for this position will be given to applicants who have experience and/or interest in student personnel, counseling, career services and/or human resources.

Specific Responsibilities

- Career Development Counseling
- Resume Critique
- Interview Preparation
- Mock Interviewing
- Provide support for the College's Mentor Program, internship for credit program, internship and fulltime job placement functions
- Planning career-related events
- Assisting Director of the Business Career Center in other tasks as assigned

Qualifications

- Currently enrolled (or accepted for enrollment) in Marquette University's College Student Personnel Administration graduate program.
- Strong oral, written, and interpersonal communication skills

Remuneration

- \$6,600 stipend for 9 month term
- Tuition scholarship of 6 credits