



Position: Career Advisor (Graduate Assistant)

Department: Career Services Center

Reports to: Associate Director, Career Services

Position Overview

The Career Services Center at Marquette University seeks one half-time Graduate Assistant for a centralized career office serving over 11,000 undergraduate and graduate students plus alumni clients.

Upon completion of a comprehensive training program, primary responsibility is to provide career counseling to students. Additional responsibilities will include developing and presenting a variety of career programs and seminars as well as other duties befitting applicant's specific areas of interest within the field of Career Services.

Duties and Responsibilities:

- Career Counseling
 - Meet individually with an average of 5-6 students per week
 - Assist clients via in-person, e-mail, phone, and walk-in appointments
 - Learn and become knowledgeable on all resources including webpage, online subscriptions, MU Career Manager (data management system), library materials, office presentations, etc.
 - Begin gaining knowledge of employment and occupational trends
 - Critique student and alumni resumes
- Presentations
 - Present on a variety of career-related topics for classroom, student organization, alumni, and other campus audiences typically occurring during evenings and weekends
- Event Support

Qualifications:

Candidate must demonstrate abilities which will provide a foundation to develop skills in career counseling including: Knowledge of the career development theory, ability to build rapport with students, strong interpersonal and written communication skills, and presentation skills. Ability to take the initiative to complete tasks and develop new programs when appropriate is also desired.

Hours:

August 2012 – May 2013

10 hours/week (flexible)

Some evening and weekend hours are required

Compensation:

Scholarship of 6 credits of tuition (3 credits per semester)

Stipend of \$6,642.50 paid out over the 10 months of the academic year