

Position: **Student Success Career Advisor** (Graduate Assistant)
Department: Career Services Center
Reports to: Associate Director, Career Services Center

Position Overview

As a dedicated Career Advisor in our dynamic environment within the NEW Lemonis Center for Student Success, you will play a pivotal role in fostering the success of college students by focusing on their career development. Your mission is to guide and empower students on their journey toward meaningful and fulfilling careers.

The Career Center at Marquette University is the centralized career office serving over 11,000 undergraduate and graduate students including alumni. Upon completion of continual comprehensive training the primary responsibilities are to provide career counseling, assist with career fairs, career programs, projects, and lead presentations/workshops for students on career related topics. This role will also include other duties befitting the applicant's specific areas of interest within the field of Career Development.

1. Personalized Career Guidance:

- Engage in one-on-one sessions with 10-12 students weekly, providing tailored support on resume and cover letter writing, interview techniques, job and internship search strategies, and navigating the graduate school application process
- Utilize various communication channels, including in-person, virtual (Teams and Handshake), e-mail, ensuring accessibility for diverse student needs

2. Resource Mastery:

- Utilize a multitude of resources available, ranging from webpage materials to online subscriptions and library resources
- Demonstrate expertise in utilizing Handshake, the cutting-edge data management system, to enhance student career prospects
- Stay abreast of employment and occupational trends through continuous learning via webinars and resources from renowned organizations such as NACE (National Association of Colleges and Employers) and NCDA (National Career Development Association)

3. Career Education Excellence:

- Delivering engaging sessions on various career-related topics. Whether in classrooms, student organizations, or alumni gatherings, your presentations will inspire and educate, often taking place during evenings and weekends to accommodate student schedules

4. Career Center Promotion:

- Representing the center at tabling events for current and prospective students. Your enthusiasm and knowledge will be instrumental in promoting our services and events, creating a buzz on campus about the exciting opportunities available through the Career Center

5. Leadership and Program Support:

- Learn best practices in planning, coordinating, and executing career fairs and other programs by leading or co-leading initiatives that enhance the career development of students.

Qualifications:

Candidate must demonstrate abilities, which will provide a foundation to develop skills in career counseling/advising including initiative, ability to build rapport with students, strong interpersonal, verbal, and written communication skills, teamwork, responsibility to follow through on duties, interest in career development, and problem-solving skills. Ability to complete tasks, work independently, give presentations, and create or lead established programs.

Hours:

August 19, 2024 – May 2026
20 hours/week (minimum)

Some evening and weekend hours are required

Compensation:

Scholarship of 12 credits of tuition per year (6 credits per semester)
Stipend of \$17,600 per year paid out over the 10 months of the academic year