



## 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 College of Business Administration students. Preference for this position will be given to applicants who have experience and/or interest in career services, advising and/or human resources.

### Specific Responsibilities

- Career development advising. The graduate assistant will learn to serve students through appointments through individual training, observation and ongoing meetings with his/her supervisor. Appointment types will include walk-in hours, meetings connected to first year and junior level courses and traditional sessions.
- Resume and cover letter critiques – in person and by e-mail.
- Interview preparation advising and offering practice interviews.
- Developing office publicity materials.
- Providing first destination survey follow-up through contacting recent graduates via phone and email.
- Assisting the Business Career Center in other tasks as assigned.

In the second year, we will seek to evaluate areas for desired growth. The graduate assistant's responsibilities could expand to include:

- Creating and/or implementing student programming such as class presentations, career activity tracking (Business Career Center Challenge) or activities associated with the career courses.
- Assisting with research or data tracking projects. These may include best practice research, internship data tracking or office reporting and analysis.

### Qualifications

- Currently enrolled (or accepted for enrollment) in Marquette University's Student Affairs in Higher Education graduate program.
- Strong oral, written, and interpersonal communication skills.
- Excellent grammar and attention to detail.

### Remuneration

- \$16,500 stipend for 10 month term. 20 hrs/week.
- Tuition scholarship of 15 credits a year.