

Position: Career Advisor (Graduate Assistant)

Department: Career Services Center

Reports to: Senior Career Counselor, Career Services

Position Overview

The Career Services Center at Marquette University is a centralized career office serving approximately 8500 undergraduate and 3,300 graduate and professional students, plus alumni. Primary responsibility of the Career Advisor is to provide career counseling and advising to students and alumni. 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 Advising/Counseling
 - Meet individually with 10-12 students per week, and counsel/advise students on topics including resume and cover letter writing, job and internship search strategies, major/career exploration and decision making, graduate school application.
 - Assist clients via in-person, virtual (Teams and Handshake), e-mail, phone, and drop-in appointments
 - Learn and become knowledgeable on all resources including webpage, online subscriptions, online resources, Handshake (data management system), library materials, career services guides, etc.
 - Gain knowledge of employment and occupational trends
- 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
 - Lead bi-annual career fair prep workshops
 - Assist at career fairs and other career services programs
 - Represent the career services center at tabling events for students, parents, and prospective 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, and interest in career development, and problem solving skills. Ability to complete tasks and develop new programs when appropriate is also desired.

Hours:

August 2020 – May 2022

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 \$17,100 per year paid out over the 10 months of the academic year