Career Center Graduate Assistant – Engineering & Computing Satellite Office

Dates/Hours of Employment

Responsibilities

- Meet one-on-one with students to facilitate career decision-making and career planning.
- Complete drop-in career coaching with undergraduate and graduate students. Topics covered during these meetings include choosing major/career, part-time jobs, internships, resumes & cover letters, job search strategies, post-graduation transitions and more.
- Conduct mock interviews with undergraduate and graduate students.
- Conduct online resume reviews through the Career Center’s client management platform, Handshake.
- Present on career-related topics for classes, student organizations, and workshops.
- Assist with event planning and implementation, including: preparation of programming topics, catering, design of marketing materials, managing student registration, and facilitating portions of the events.
- Assist the Career Center with job fairs by marketing them to the College of Engineering and Computing (CEC), escorting employers, and directing students.
- Create and disseminate weekly student and faculty/staff newsletters to market Career Center services and provide career development resources for the CEC.
- Assist with the everyday management and operations of the CEC satellite office, which may include providing assistance to employers during on-campus recruiting events and information sessions.
- Additional duties as assigned.

Qualifications

- Full-time graduate student status at the University of South Carolina – Columbia for the 2018-2019 school year
- Teamwork skills
- Oral/written communication skills
- Mentoring and advising skills
- Attention to detail
- Initiative and self-motivation
- Ability to work independently
- Willingness to learn
- Familiarity with basic word processing and desktop publishing such as MS Word, PowerPoint, Excel, Publisher etc.
- *Not required: Prior experience in career services, engineering, or computing

Professional Development
All Graduate Assistants will receive formal training at the start of the position. GAs also participate in monthly staff and division meetings and bi-weekly Professional Development opportunities with staff and Career Center Director.

Salary
$7500 per academic year (for a 1st year graduate student) or $8000 (for a 2nd year graduate student).
* Tuition supplement of $2,100 per semester is provided by the College of Engineering and Computing.
* $750 professional development stipend to be used for conferences, association memberships, or other professional development opportunities.

To Apply
Email your resume and cover letter to Katie Kinniburgh at kinnikat@mailbox.sc.edu by 5pm on Monday, April 16th. Questions? Call 803-777-1951.