## GAP Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Graduate Assistant</th>
<th>Job Category:</th>
<th>GAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Group:</strong></td>
<td>Career Services</td>
<td>Travel Required:</td>
<td>N/a</td>
</tr>
<tr>
<td></td>
<td>Lougheed Center for Applied Learning</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Lougheed Learning Commons (Crumb) 107</td>
<td>Position Type:</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date Posted:</td>
<td>June 1, 2019</td>
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<tr>
<td><strong>Level/Salary Range:</strong></td>
<td>$5,000 (position will also be supplemented by the Center for Applied Learning)</td>
<td>Posting Expires:</td>
<td>Open until filled</td>
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<td><strong>HR Contact:</strong></td>
<td></td>
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<tr>
<td>Will Train Applicant(s):</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### QUESTIONS ABOUT POSITION:

**KAREN KUS**  
**CAREER COACH**  
**CAREER SERVICES**  
**LOUGHEED CENTER FOR APPLIED LEARNING**  
**LoCAL 107 (Crumb)**  
**KUSK@POTSDAM.EDU**

### SUBMIT APPLICATION TO:

**MAGGIE MITCHELL**  
**GRADUATE & CONTINUING EDUCATION**  
**RAYMOND HALL 206**  
**MITCHEMJ@POTSDAM.EDU**  
**315-267-2165**

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## Job Description

### ROLE AND RESPONSIBILITIES

Job description: Manage Career Services’ mentoring program, overseeing and assist with training interns to host individual appointments on career development opportunities with students.

- Manage and update employer accounts and job opportunities in Handshake platform, and other features within the software; assist with development of website
- Counsel individual student appointments with undergraduates on resume and cover letter writing, job/internship search strategies, LinkedIn branding, and accessing career resources
- Assist with the program development of training materials and revise resources
- Provide career advising sessions to groups/ classes in the areas of resume/cover letter, career/major choice, personal branding, internships/job search
- Manage communication and correspondence with students and faculty/staff via a variety of technologies including email, phone, Qualtrics, SurveyMonkey, posters/fliers, etc.
- Point of contact for faculty, staff, and student groups for the scheduling of workshops and classroom presentations
- Complete career counselor training; attend weekly meeting with supervisor
- Complete other projects and administrative duties and assigned
QUALIFICATIONS AND EDUCATION REQUIREMENTS
A successful candidate should be enrolled in a graduate program such as Education, Curriculum and Instruction, and Organizational Performance & Technology, preferably with an interest in teaching/counseling and career development. Familiarity with Career Services and the Lougheed Center for Applied Learning programs and services is preferred.

PREFERRED SKILLS
High-quality communication skills, both written and oral; excellent in coordination and organization; strong attention to detail; ability to solve problems independently; professional demeanor; reliable and dependable; strong work ethic; ability to take initiative and work independently.

The ideal candidate will demonstrate enthusiasm and commitment to helping students learn to foster their career growth.

Strong computer skills are preferred including Outlook, Canva, and Prezi

ADDITIONAL NOTES

Other benefits:
• Develop and practice teaching and counseling skills
• Become introduced to a variety of career development tools and resources (a great opportunity for the GA to learn more about their own career development)
• Opportunity to manage and supervise interns (under the direction of the GA’s supervisor)
• Obtain coordination and programming skills
• Become an invaluable member of Career Services and act as a representative of their academic discipline, reflecting the relevance and dynamic energy of their field.