

# University Career Center

## Higher Education Graduate Assistantship

### Position Overview:

University Career Center (UCC) Graduate Assistants play an important role in working with KU students as they address a wide range of career concerns. GAs have the opportunity to aid the UCC in promoting holistic career development through taking individual student appointments; creating and implementing workshops; helping coordinate events; and spearheading special projects.

### Departmental Overview:

The University Career Center recognizes the important role it plays in recruitment, retention, and post-graduate success of the high quality students attending the University of Kansas. Toward that end, we offer a wide range of quality services designed to support and challenge students at all stages of the career development and implementation continuum.

*Responsibilities of the UCC Graduate Assistant include, but are not limited to, the following:*

### Career Advising and Counseling (45%)

- Provide career assistance to undergraduate students in one-on-one appointments and group settings through interpreting career assessments, facilitating major/career exploration, and drafting career goals/action plans
- Coach clients in job/internship search strategies, resumes and cover letter development, as well as interviewing techniques
- Participate in weekly seminars for ongoing training in best practices, mindfulness, and counseling competencies

### Programming and Workshop Facilitation (30%)

- Present career-related programming to current and prospective students on career/major exploration, resumes, interviewing, job searching, and UCC services
- Collaborate and network with campus departments to develop career-related programs and materials

### Administrative Projects (35%)

- Assist UCC staff with the assessment of events, activities, and student outcomes through tracking statistics in Microsoft Excel and developing quarterly and annual reports
- Participate in UCC community and campus outreach administration by coordinating event volunteers
- Perform other special assignments, in accordance with personal strengths and departmental needs (*past GAs have developed StrengthsQuest materials, assisted UCC courses and helped draft web content for career.ku.edu*)

**UCC hours of operation:** Monday-Friday, 8:00 am – 5:00 pm; some evening work is possible

**Number of hours required per week:** 20 hours per week

**Anticipated Start Date:** August; academic year commitment, with option for summer

**Training/supervision:** A significant amount of training and support, over 100 hours, is provided to Graduate Assistants throughout the academic year. Supervision is provided by full-time UCC staff, with weekly one-on-one supervisory meetings. UCC GAs receive special permission to enroll in PRE 846 (Career Development).

### Required Qualifications:

- KU graduate student enrolled in a minimum of six credit hours, and in good academic standing, in the Higher Education Administration master's program
- Demonstrated teaching, group facilitation, and/or presentation experience
- Strong interest in helping college students formulate future plans/goals
- Experience using Microsoft Excel, Word and PowerPoint

### Preferred Qualifications:

- Experience serving in an advising, counseling, or helping capacity

- Prior success planning and executing events, meetings, training sessions, or workshops
- Comfortable using web technologies, including social media, in a professional manner
- Able to take initiative and work independently, while also collaborating tactfully with a diverse group of professionals
- Demonstrated proficiency at organizing information and scheduling activities
- Superior oral and written communication skills as evidenced by application materials and interview responses

For specific questions about the position, contact Wendy Shoemaker, Senior Associate Director, [wshoe@ku.edu](mailto:wshoe@ku.edu); 785-864-9550 or visit [career.ku.edu/graduateleadership](http://career.ku.edu/graduateleadership).

For specific questions about the KU Higher Education Graduate Assistantship Program, contact Lindsay Orion, Program Coordinator, Student Affairs, [lindsayorion@ku.edu](mailto:lindsayorion@ku.edu) 785-864-4675.

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