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; 785-864-9550 or visit 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 785-864-4675.

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