

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%)

- Provide support for one Career Community through various projects and programs in collaboration with assigned Career Community Assistant Director
- Perform other special assignments, in accordance with personal strengths and departmental needs (*past GAs have developed StrengthsFinder materials, assisted UCC courses, assessed departmental training programs, 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.

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.