Graduate Student Assistant Career Development Center

The Career Development graduate student assistant will be responsible for supporting career advising & counseling, facilitating workshops and assisting with career events including but not limited to; career workshops, Handshake labs and the Shocker Mentorship Network. Upon successful hire, this role will adjust to suit the talents and educational focus of the graduate students’ chosen track in higher education. This role will work with employer relations, career counselors, and student and/or marketing teams throughout the semester on a rotating basis. The graduate student will interact with a variety of audiences including students, employers, faculty and staff. This position will report to the Assistant Director of Career Development.

Major Duties and Responsibilities may include:

- Provide students with career advice topics such as resume writing, interviewing, internship placement, job search and networking tips, and graduate and professional school preparation
- Conduct mid-term reviews with co-op/intern students
- Assist specialists with administering professional development workshops
- Conduct mock interviews and job searches with current students
- Compile data on student learning outcomes, applied learning experiences and contribute in marketing efforts to tell ‘our story’
- Assist with employer development and on-campus events
- Other tasks as assigned by Assistant Director

Required Qualifications

- Communication – strong verbal (in person and on the phone) and written skills
- Have an interest in counseling and applied learning as well as working with employers
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations
- Possess problem solving, as well as the ability to work with minimal supervision to complete responsibilities on-time, including enhanced interactive and listening skills
- Excellent time management and organizational skills
- Advanced skills in Excel, Word and other database knowledge- i.e. Handshake, Qualtrics
- Strong analytical skills with great attention to detail
- Must have the ability to work collaboratively and cooperatively with a team of professionals
- Maintain a high level of professionalism
- Enthusiastic positive attitude
- Ability to work with confidential information

Eligibility Requirements:

Classification: Graduate student position
Major: Open to Masters of Education in Psychology with an emphasis in Higher Education and Student Affairs in good academic standing enrolled in minimum 6 hours
Hours: 16 hours per week (flexible schedule)

Position start date August 11, 2019, position needs flexibility with hours and may include some evening hours.

Compensation:

- Funding in the rate of $7,000. ($3500.per semester) which equals $12.00 per hour for 16 work hours a week (fall-8/11/19 to 12/14/19 and spring-1/12/20 to 5/02/20)
- In state tuition waiver up to 6 credits per semester (does not cover student segregated fees)

To apply email resume, cover letter and three references, in the subject line - Attention: S. R. Muzzy to careerdevelopment@wichita.edu for questions please call 316-978-6983

WICHITA STATE UNIVERSITY

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