ECU Career Services is a department within the Division of Student Affairs at East Carolina University. Our mission is to support and empower students in their career development to succeed as professionals in a global community.

THE UNIVERSITY
East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 28,651 students (as of fall 2019), making it North Carolina’s fourth-largest institution of higher learning. Adjacent to a vibrant uptown district, ECU’s Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina’s coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, mediation and conflict resolution, diverse cultural appreciation, and helping skills. All degrees accepted; students pursuing a degree related to Counseling, Psychology, Industrial/Organizational Psychology, Rehabilitation Services, Human Resources, and Higher Education are especially encouraged to apply.

SCOPE OF POSITION
Provide one-on-one and group career-related advising and training to students and alumni. Represent Career Services at university-sponsored events and assist in the planning and coordination of special events, activities, and programs. Facilitate and maintain communication between Career Services and our constituents (faculty, staff, students, parents, employers and alumni). Provide administrative and strategic support for the goals and objectives of Career Services.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping**: Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Student Learning & Development**: Addresses the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs practice, as well as understanding teaching and training theory and practice.
RESPONSIBILITIES

• Conduct one-on-one career advising sessions with students that may include resume writing/critiques, interview preparation, job & internship search strategies, cover letters, correspondence, career exploration, assessments, and general inquiries
• Conduct career-related training workshops for student organizations and select undergraduate courses. Evaluate program content and maintain evaluation documentation
• Facilitate and maintain communication with students and faculty. Disseminate information regarding job openings, internships, service updates, and event notifications. Address student, faculty, and alumni questions and emails
• Assist Career Services staff in coordination and execution of special events and programs such as career fairs, employer information sessions, on campus interviews, and practice interview training
• Represent Career Services at university sponsored and campus-wide events
• Maintain internal job recruitment database and faculty/student distribution lists
• Assist in development and distribution of promotional materials, and career tools including but not limited to fliers, newsletters, and general electronic correspondence
• Conduct research for student resources containing relevant career, job, and internship information
• Coordinate and complete special projects (Marketing/Technology, Assessment)
• Attend and contribute to weekly staff meetings and in-house training sessions as schedule allows
• Maintain documentation of student appointments and presentations
• Staff front desk as needed

GA Employment Details

Dates of Employment: Work 20-25 hours per week, January 19, 2020– May 6, 2021
Compensation: Salary is $10,000 per academic year ($5,000 per Fall & Spring semester)
Out-of-State Waiver: Not included in this position
Tuition/Room/Board: Not included in this position

APPLICATION PROCESS

Apply for this position by submitting a PDF version of your resume, a cover letter/letter of interest, and three references including name, phone number and email address to woodruffc@ecu.edu. For additional information about this specific Graduate Assistantship, contact Carol Woodruff, 252-328-6050 or via the email above.

Updated 11-6-2020, Carol Woodruff