

Career Development Graduate Assistant

FALL 2023-SPRING 2024

PROGRAM OVERVIEW

ECU Career Services is a department of 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 28,798 students (as of fall 2020), 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. Students pursuing a degree related to Counseling, Psychology, Industrial/Organizational Psychology, Rehabilitation Services, Human Resources, Higher Education, Communication, or Business are encouraged to apply. All majors will be considered. Candidates who can commit to up to 4 semesters preferred.

Qualified applicants will;

- exhibit excellent oral and written communication skills
- possess leadership experience
- work successfully as part of a team and independently
- plan and organize work to meet deadlines
- solve problems as well as work to avoid problems
- work effectively with students, faculty, and staff of diverse backgrounds
- desire to assist peers and alumni with their career development needs

SCOPE OF POSITION

As a para-professional, the Career Development Graduate Assistant provides one-on-one and group career-related advising and training to students and alumni. Represents Career Services at university-sponsored events and assists in the planning and coordination of special events, activities, and programs. Facilitates and maintains communication between Career Services and constituents (faculty, staff, students, parents, employers and alumni). Provides administrative and strategic support for the goals and objectives of Career Services.

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 presentations and workshops for student organizations and selected undergraduate courses
- Evaluate program content and maintain evaluation documentation
- Facilitate and maintain communication with students

- 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
- 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

COMPETENCY DEVELOPMENT

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the College Student Educators International (ACPA) and the National Association of Student Personnel Administrators Association (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.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following National Association of Colleges and Employers (NACE) Career Readiness Competencies:

- ***Communication***: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- ***Diversity & Inclusion***: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
- ***Professionalism***: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- ***Technology***: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

EMPLOYMENT DETAILS

Periods of Employment: Fall 2023-Spring 2024

Duration: 20 hours per week.

Compensation: \$5250 per fall semester; \$5250 per spring semester

APPLICATION PROCESS

Submit to woodruffc@ecu.edu

- **A PDF of your resume**
- **A cover letter** explaining:
 - Why you are interested in the position
 - How it will fit into your academic pursuits
 - Your related experiences and skills
- **Three references** including name, phone number, and email address.

For additional information about this specific Graduate Assistantship, contact Carol Woodruff, 252-328-6050 or woodruffc@ecu.edu. **Please use your ECU student email address for communication about this position.**