



## Career Services (Employer Relations) - Graduate Assistantship

### PROGRAM OVERVIEW

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 Employer Relations Team performs employer facing functions within Career Services, developing and maintaining relationships with employers to foster recruitment and employer/student engagement.

### THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 26,785 students (as of Fall 2023), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant downtown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of approximately 90,000 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, diverse cultural appreciation, and helping skills. While it is preferred that the applicant has experience related to Business, Human Resources, Communications, Event Planning/Management, or related fields, **it is not a requirement.**

The ideal applicants will possess experiences, education and knowledge in the following: strong verbal/written communication skills; experience coordinating and/or supporting events; knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Excel), Internet/online research applications and general communication technology (email, phone, etc.); experience with using Handshake or another university career services platform; skills in using Excel for data analysis.

### SCOPE OF POSITION AND RESPONSIBILITIES

As a paraprofessional, provides administrative and strategic support for the goals and objectives of the Employer Relations Team of the Career Center. Provides support in coordination of all employer related events, services and resources for the department. Represents the Career Center at university-sponsored events and assists in the planning, coordination, and marketing of events, activities, and programs.

Assists in the creation, maintenance, and organization of employer related information. Will help keep accurate records and analyze data for reporting purposes. Will read, know, understand current employer marketing material and suggest ways to increase employer involvement. The Employer Relations Graduate Assistant will also work on email drafting, cold calling, employer marketing, and other duties as assigned.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following NACE Career Readiness Competencies:

- **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **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.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following Behavioral Competencies in the SHRM Competency Model:

- **Communication:** The ability to effectively exchange information with stakeholders.
- **Global & Cultural Effectiveness:** The ability to value and consider the perspectives and backgrounds of all parties.
- **Relationship Management:** The ability to manage interactions to provide service and to support the organization.

The Graduate Assistantship is based upon a flexible weekly schedule of approximately 20 hours per week during the academic semesters; the GA expected to maintain a GPA of at least 3.0.

## **GRADUATE ASSISTANT EMPLOYMENT DETAILS**

- Expected work dates to be August 19, 2024 – May 1, 2025
- Stipend of \$5,500 Fall Semester and \$5,500 Spring Semester

## **APPLICATION PROCESS**

- Apply for this position by submitting a PDF version of your resume, cover letter/letter of interest, and three references which include the reference name, phone number and email address to [copelandl17@ecu.edu](mailto:copelandl17@ecu.edu).
- Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Lynn Copeland, [copelandl17@ecu.edu](mailto:copelandl17@ecu.edu).