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 UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and 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, crisis management, mediation and conflict resolution, diverse cultural appreciation, and helping skills. While it is preferred that the applicant has experience related to Human Resources, Career Counseling, Industrial/Organizational Psychology, and/or Workforce Development, it is not a requirement.

SCOPE OF POSITION
Provide administrative and strategic support for the goals and objectives of Career Services. 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).

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 flyers, 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
• Staffing front desk as needed

**GA EMPLOYMENT DETAILS**

**Dates of Employment:** Work 20 hours per week between August 15, 2018 – May 3, 2019.

**Compensation:** Salary is $10,000 per academic year ($5,000 per Fall & Spring semester)
  • Since this Graduate Assistant position is funded from auxiliary funds, filling of this position is contingent upon the continuing availability of these funds.

**Out-of-State Waiver:** Not included in this position

**Tuition/Room/Board:** Not included in this position

**APPLICATION PROCESS**

Email a PDF version of your cover letter, updated resume, and list of three references including name, phone number and email address to Nadirah Pippen, pippenn@ecu.edu. *The priority deadline for applying is March 1, 2018.*