G.A. Position: Career Coach

Department: Career Education and Development

Supervisor: John Snyder

Job Description:

The office of Career Education and Development at SRU seeks to complement the academic programs of the institution by enhancing the educational experience through career planning and employment activities to assist students in developing, evaluating, and implementing career plans. This is viewed as a developmental process that is fostered during the entire period of the student's involvement with the institution. Areas of focus include the exploration of the full range of employment opportunities and/or graduate study as well as the preparation of students and alumni to present themselves effectively as candidates for employment or further professional preparation.

Due to the busy nature of this office, Graduate Assistants must quickly adapt to a position with professional demands and responsibilities for multiple concurrent duties. Graduate Assistants must possess excellent communication, counseling and interpersonal skills, be highly motivated, and enthusiastic. A professional attitude and appearance is essential to the position. Preference will be given to applicants interested in pursuing professional employment in student affairs, education, or counseling.

Job Functions/Responsibilities:

1. Conducting workshops and group presentations on career-related topics including, but are not limited to, choosing a major, resume and cover letter writing, interviewing skills, summer and internship opportunities, government employment, professional networking, social media and its role in career education, and the career decision-making process.
2. Providing individual career coaching to assist students and alumni in developing, evaluating, initiating and effectively implementing career plans.
3. Participation in public relations efforts with administration, faculty, staff, students, visitors, and employer representatives.
4. Coordination of and participation in special projects including career fairs and expos, alumni events, admissions and orientation programs, and on-campus recruitment activities.
5. Routine tasks related to the office operation.
6. Other duties as assigned by professional staff.

Desired Qualifications:

1. Excellent communication, coaching/counseling, and interpersonal skills.
2. Highly motivated and enthusiastic.
3. Positive attitude with an ability to work as a member of a team.
5. Ability to work with minimal supervision.
**Graduate Student Outcomes:**

1. Develop individual coaching/counseling skills.
2. Gain a solid knowledge of career education and development.
3. Develop public speaking skills.
4. Develop research skills.
5. Acquire public relations skills through interactions with administration, faculty, staff, students, visitors, and employer representatives.
6. Develop a level of professional etiquette through observation and participation.

**Appropriate SRU Graduate Majors:**

1. Student Affairs.
2. Counseling.
3. Education.

**Supervisor's Expectations:**

1. Graduate Assistant will be expected to work 17.5 hours per week.
2. Graduate Assistant will be available to occasionally work Saturday hours.
3. Graduate Assistant will be unconditionally admitted to the graduate school.
4. Graduate Assistant will be required to carry 9 credit hours per semester.
5. Graduate Assistant will be expected to maintain a 3.0 grade point average.
6. Graduate Assistant will maintain client confidentiality.
7. Graduate Assistant will conduct him or herself in a professional manner.
8. Graduate Assistant will adhere to all university policies and procedures as outlined in the code of conduct.

Interested applicants should submit a letter of interest, a graduate assistantship employment application, and a resume to:

John Snyder

Associate Director of Career Education and Development
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Slippery Rock, PA 16057
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