Career Services (CS) is seeking an energetic self-starter to fill a graduate assistantship in their department for the coming academic year. Preference will be given to candidates pursuing a master’s in student development, counseling, English, or educational leadership. This position is twenty hours per week, beginning in August of 2011 until May 2012. Please contact DeAnna Goddard, Associate Director of Career Services, at the above address if interested.

Advising
1. One-on-one advising with students: assist them with job search process/strategies, values clarification, use of DISCOVER career guidance and information system; StrengthsQuest; defining target markets, resume development, cover letter development, and so on
2. Group advising: regularly conduct workshops and/or information sessions on topics in career development; including but not limited to resume writing, cover letter writing, services offered through Career Services, interviewing, career exploration, choosing a major, job outlook & trends
3. Provide/supervise ongoing outreach to students on campus with resume check-up opportunities through Resume Cart peer tutors
4. Other as determined

Marketing
1. Recommend effective ways to develop more collaboration with faculty
2. Assist in building more complete interview schedules for on campus sessions
3. Assist in attracting more employers to campus
4. Conduct focus groups to find out what students know/don’t know about our office and why/why not our services are used
5. Work with on-campus resources and employers to organize, host, and run an etiquette dinner each semester
6. Assist in planning and hosting other special events
7. Other as identified

Employer Relations
1. Assist with setting up an advisory group of employers to work with us on issues related to internships/full time employment opportunities i.e., expanding our potential base; being a conduit for preparation standards/expectations, services we offer – are they appropriate or effective?
2. Develop mailings to promote opportunities/services to targeted employers representative of our various majors
3. Other as identified

Research
1. Assess WSU Career Services as compared with other similar sized institutions
2. Assess and recommend appropriate benchmarking strategies
3. Other as determined

Student relations
1. Determine appropriate methods of communicating with students to encourage their usage of Career Services
2. Survey students to find out what services they expect and whether or not we could deliver them i.e., appropriate staffing, budget, etc.
3. Promote opportunities benefiting students i.e., job/career fairs, on-campus interviews, on-line resumes, referrals, Interview Stream, etc.
4. Consider new services i.e., peer advising, resume doctor, etc.
5. Other as determined

Supervision and Training
1. Responsible for interviewing, hiring, training, and supervising student peer tutors for Resume Cart
2. Oversee marketing and promotion of Resume Cart
3. Create scheduling for student staff
4. Assist in training new and/or additional Graduate Assistant(s)