Career Services (CS) is seeking an energetic self-starter to fill a graduate assistantship in their department for the coming academic year. This position is funded through a MnSCU Access and Opportunity Grant Initiative for 2010-11*. The grant is intended to increase retention and graduate rates of underrepresented students attending MnSCU institutions of higher education. This position will have to screen for and determine student eligibility for the grant/program. The grant also requires data collection and reporting.

Preference will be given to candidates pursuing a master’s in counseling or English. This position is twenty hours per week for spring semester, beginning in January 2011 until May 2011. Please contact Vicki Decker, Career Services Director, at the above address if interested.

Student relations/Advising

1. Determine appropriate methods of communicating with students to encourage their usage of Career Services and the Grant Initiative program in CS
2. Survey Grant Initiative participating students to determine baseline data for retention measurement
3. Meet one-on-one with each Grant Initiative program student participant a minimum of once per semester
4. Administer and interpret Strengths Quest for each Grant Initiative student participant
5. Promote opportunities benefiting students i.e., job/career fairs, on-campus interviews, on-line resumes, referrals, Interview Stream, etc
6. Advise student participants in developing their resume’
7. Maintain confidentiality of advising sessions and university student records
8. Other as determined

Marketing

1. Recommend effective ways to develop more collaboration with faculty; develop a plan for implementation of the Grant Initiative
2. Assist departments/individual supervisors in creating position descriptions for their Grand Initiative work study positions
3. Assist in recruiting students into the program
4. Conduct focus groups to find out what students know/don’t know about how work study positions relate to their long-term goals and skill development
5. Develop a survey for Grant Initiative work study participants to gather baseline data
6. Develop marketing and promotional materials using Photoshop, Word, Publisher, InDesign, and/or other software as needed
7. Other as identified

Research
1. Assess and recommend appropriate benchmarking strategies
2. Assess how this program impacts retention for the participating students
3. Determine viable assessment techniques for Career Services to use in meeting WSU’s leadership initiatives
4. Conduct data collection and analysis using Excel, Access, and/or other software
5. Other as determined

Supervision and Training
1. Responsible for interviewing, hiring, training, and supervising one to two student assistants
2. Oversee marketing and promotion of Grant Program
3. Create Scheduling for student staff

Requires excellent written and oral communication skills, excellent time management and organizational skills, superb listening skills, knowledge of research and survey development, computer skills.

*Grant Initiative when referred to in this document refers not to the overall program but rather the portion related to Career Services/Work Study participants*