

Graduate Assistant, Career Programming 2024-2025

Department Overview, Mission, and Philosophy

NAU Career Development is a small team of high achieving personnel who strive to empower students and alumni to confidently navigate their careers as citizens of an evolving and global world. NAU Career Development serves students and alumni of all academic years and majors through individual appointments, group workshops and guest lectures, a robust website with self-paced resources, Career & Graduate School Expos, and an online recruiting tool called Handshake.

Career Development's approach is grounded in theories and research from education, human development, and industry, including: Positive Psychology (Seligman), Emotional Intelligence (Goleman), Career Chaos Theory (Bright), Identity Capital (Cote), and Blended Learning/70-20-10 (Center for Creative Leadership). Career Development emphasizes the importance of developing identity capital from a student's very first semester on campus through hands-on experience and identifying/refining one's strengths, and strives to help students prepare for a lifelong career journey, advising them on the importance of resilience and recognizing opportunities as they navigate an evolving world and job market. Students are actively coached to develop, and articulate how they have demonstrated, the Transferable Skills published each year by the National Association of Colleges and Employers (NACE).

Position Overview:

The Graduate Assistant for Career Programming provides support to Career Programming program staff to accomplish program initiatives, as well as other department-wide goals and objectives. The Graduate Assistant for Career Programming works independently with moderate to minimal supervision to accomplish tasks and projects related to all aspects of career programming including career advising, hosting career workshops, and partnering with campus and community stakeholders on programmatic initiatives and curriculum development.

Duties & Responsibilities

Student Appointments, Workshops, and Trainings (60%)

- Conduct scheduled and drop-in one-on-one appointments regarding: career exploration, resume & cover letter reviews, job search strategies, mock interviews, and/or internship exploration & resources.
- Maintain confidentiality, integrity, and professionalism when working with students.
- Facilitate workshops for groups of up to 150 students on Career Development topics, including but not limited to: *Search Your Way to Success*, *How to Interview Like a Professional*, *How to Write a Stand-out Resume*, and/or *Careers in the 21st Century*.
- Support in the development of new workshops and resources to further develop students' career readiness.
- Document student interactions according to federal and departmental guidelines using specialized software (Handshake, Salesforce, etc.).
- Update and maintain individual Outlook calendar schedule.

Curriculum, Program, and Event Development/Implementation (20%)

- Serve as a liaison to one or more academic departments/student affairs programs in order to assess the department/programs needs and recommend relevant career programming.
- Design, develop, and evaluate the effectiveness of career programming, tools, and resources, utilizing a multi-media approach and both online and in person delivery methods.
- Provide support for "all-hands-on-deck" type departmental programs, including but not limited to: Resume Rally, International Career Week, J.C. Penny Suit Up, etc.

Updated 10/23/2023

Department Representation (15%)

- Assist with staffing the NAU Career Development front desk, providing customer service to walk-in visitors or callers, assisting visitors with appointment scheduling and check-in, giving directions and referrals to Career Development staff along with campus and community stakeholders.
- Represent NAU Career Development at informational recruitment events across NAU (i.e. DNAU, Orientation, #NAUSaidYes, etc); give presentations about Career Development programs and services as necessary or requested.
- Participate on departmental or division hiring committees, as needed or available.
- Attend staff meetings and planning retreats.

Team Management and Development (5%)

- Achieve goals established by Career Development, Student Affairs, and EMSA and report on progress.
- Review work products and provide feedback.
- Maintain current knowledge of career development, employment and recruiting trends, college student development, and other related topics as appropriate.
- Perform other projects and duties, as assigned.

Reports to

Assistant Director for Career Programming

Training provided

The Graduate Assistant will be involved in general NAU Career Development onboarding activities followed by training and shadowing for topic-specific workshops, one-on-one appointments, and Handshake. The selected candidate will be required to take the Family Educational Rights & Privacy Act (FERPA) tutorial and certification quiz as well as any NAU-designated trainings.

Time Commitment & Compensation:

This position offers a \$16,000 stipend for the 2024-2025 academic school year and includes 100% tuition remission along with health insurance benefits (if interested).

Career Development will work with the successful candidate to develop a schedule (20 hours/week) that meets the needs of both the department and student. Due to the nature of the work, some evening and weekend support will be required. *Start date: August 19, 2024*

Minimum Qualifications:

Graduate student status at NAU in Educational Leadership, Counseling-Student Affairs, Human Relations, Career and Technical Education, or related programs.

Preferred Qualifications:

Background in counselling, student affairs, teaching, recruiting, human resources, or customer service. Familiarity with the job search process from both an employer and job seeker perspective. Experience with individual advising/coaching and public speaking. Experience in event planning and promotion.

Application Materials:

Applications should include a cover letter/letter of intent along with a current resume or CV.

Resources for developing your application materials can be found at: <https://in.nau.edu/career/application-materials/>