

# Alfred University

## *McComsey Career Development Center*

### **CAREER COUNSELING GRADUATE ASSISTANT JOB DESCRIPTION**

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7.5 hours/week

Reports to the Director of the Career Development Center

#### *Personal Qualities & Skills:*

- Extremely reliable and dependable, as the graduate assistant will maintain an appointment schedule.
- Professional attitude.
- Strong written and verbal communication skills.
- Able to maintain confidentiality.
- Additional skills might include but are not limited to: special event planning and coordination.
- Computer proficient; Microsoft Office applications (Word, Excel and PowerPoint) and familiarity with database systems a plus

#### *Specific Tasks:*

- Provide intake and ongoing career counseling/advising to all members of the AU community
- Familiarity and awareness of current issues in career development
- Proficiency in the following areas is a plus: administering and interpreting career assessments; resume and cover letter development, interviewing skills, job, internship and graduate school searches.
- Attend and participate in case studies meetings.
- Conduct "Career Check-up appointments" with sophomores and transfer students.
- Assist with covering the front desk and walk-in hours as needed.
- Maintain accurate case notes documenting client interactions

#### *Benefits:*

- Registration and lodging for career related conferences (e.g., Middle Atlantic Career Counseling Association; Eastern Association of Colleges and Employers)
- Professional presentation opportunities
- Solid understanding of career counseling theory and the delivery of career services
- Excellent resume, cover letter, and interviewing skills
- First-hand experience working with clients

For more information, please contact:

F. Mark McFadden, Director, Career Development Center

607-871-2164

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*All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).*