CAREER COUNSELING GRADUATE ASSISTANT JOB DESCRIPTION

7.5 hours/week
Reports to the Director of the Career Development Center

Mission:
The Robert R. McComsey Career Development Center educates Alfred University students to develop life-long career skills utilizing centralized, professional services including career counseling/advising, experiential education, on-campus recruiting, web-based services and special events/workshops. Our student-centered approach provides research and resource expertise to our clients and stakeholders that incorporate a balance of technical resources and personal attention. We pride ourselves on creative approaches to a dynamic global work environment, and on our ability to form strong partnerships both on and off campus.

Personal Qualities & Skills:
- Extremely reliable and dependable, as the intern will maintain an appointment schedule.
- Professional attitude.
- Strong written and verbal communication skills.
- Other desirable (but not necessary) skills might include: 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 including the following: familiarity and awareness of current issues in career development; proficient in administering and interpreting career assessment tools; identification of career possibilities with academic majors; resume and cover letter development, interviewing skills, job and graduate school searches, use of the Internet and other web tools.
- Assist director/coordinator of career counseling services with the administration of case studies meetings. This may include but not limited to: scheduling meetings, setting agendas, and researching/presenting on current issues in the career counseling/advising field.
- Conduct “Career Check-up appointments” with sophomores and transfer students who have not yet been in to the Career Development Center.
- Assist with covering walk-in hours as needed.

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
- Excellent resume, cover letter, and interviewing skills
- First-hand experience working with clients
- Personalized business cards

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).