

Graduate Assistant Job Description--Career Services

NAME OF SITE: Career Services, Southwest Minnesota State University

GENERAL DESCRIPTION OF GRADUATE ASSISTANT'S ROLE:

The GA's role may include providing individual resume review and job searching, presenting career service workshops and seminars, assisting with employer relations, planning and marketing Job Fairs, and assisting with Career Service events.

RESPONSIBILITIES OF GRADUATE ASSISTANT:

- Provide individual resume critiques and job search assistance
- Assist with presentations to classes, clubs and organizations
- Assist with employer relations
- Help with the planning of Job Fairs
- Assist with data collection for annual follow up study of graduates
- Maintain strict confidentiality
- Participate in meetings, training sessions and one on one supervision meetings
- Special projects as assigned

CLIENTELE:

- Students, prospective students, alumni, employers, SMSU faculty, staff, administrators and community members

BRIEF DESCRIPTION OF ORIENTATION AND TRAINING PROVIDE BY AGENCY:

The beginning of the Graduate Assistantship will focus on orientation and training to the Career Services office, procedures and services.

APPLICATION PROCESS FOR GRADUATE ASSISTANT POSITION

Interested individuals should send a resume, cover letter and three names of reference by June 5, 2009 to:

Sheila Risacher, MA, CPCC
Interim Director, Career Services
Southwest Minnesota State University
Career Services, BA 156
Marshall, MN 56258



Career Services