

The Career Center
GRADUATE ASSISTANTSHIP

Position Title

Career Center Graduate Assistant

General Description

An opportunity to make a difference in undergraduate and graduate students lives. As the Career Center's Graduate Assistant you will be a team member, presenter, teacher, project manager and trusted advisor working with outstanding students. The Career Center at Colorado State University provides leading edge career development, exploration and employment opportunities for students and alumni of the University.

The Career Center Graduate Assistant provides career identification, planning, and job search consultation to students focusing primarily on the career exploration and decision making process.

Primary Responsibilities

1. Direct Service to Students
 - a. Meet with students during one on one counseling appointments for students exploring careers and majors or students within The College of Applied Human Science
 - b. Counsel students on resumes, cover letters, major and career exploration, Strong Interest Inventory and MBTI assessment interpretations
 - c. Staff The Career Center's drop-in office one morning/afternoon per week
2. Programming/Workshops
 - a. Present career related workshops to classes and to student groups
 - b. Create presentation and presentation materials to match audiences' needs

Desired Qualifications

- Must be a Student Affairs in Higher Education graduate student at Colorado State University
- Interest in working in career services

Selections Procedure

Individuals will be chosen following regular graduate assistantship placement.

Terms of Employment

The assistantship is a 20 hour/week appointment that provides the student with tuition for the 2011-2012 academic year (full tuition regardless of the student's in-state or out-of-state residency status), plus a monthly stipend beginning at \$1,370 per month. The period of employment is from mid-August to mid-May.

Office Location

The Career Center, Lower Level Lory Student Center Rm. 26

Supervisor/ Contact Information

Barbara Richardson

Assistant Director, Career Center Liaison to the Warner College of Natural Resources

Natural Resources 107C

Fort Collins, CO 80523-1401

(970) 491-2668

Barbara.Richardson@colostate.edu

Website

www.career.colostate.edu