



GRADUATE ASSISTANTSHIP OPPORTUNITY

2023-2024 Academic Year

JOB TITLE: Graduate Assistant – Office of Career Development

REPORTS TO: Assistant Vice President for Student Life-Career Development, Service Learning and Community Engagement

Job Summary: The Career Development Graduate Assistant in Career Development is a ten-month position responsible for assisting the Office of Career Development, Service Learning & Community Engagement in providing comprehensive career services to students and alumni. The Graduate Assistant is expected to maintain office hours while classes are in session and for additional weeks as the workload dictates.

Career Coaching

- Advise first and second-year students on career development and job search strategies through one-on-one and group appointments.
- Responsible for the implementation and assessment of the Sophomore Career Check-Up initiative utilizing Life Role Analysis for all second-year students.
- Develop, implement, and assess student Skillshops and events on such topics as graduate school advisement, resume and cover letter development, job searching, interviewing, LinkedIn, dining etiquette, and professionalism.
- Assist with employer relations initiatives including job fairs, career expos, and the college's Hire-A-Hawk program.

College-Wide Projects and Initiatives

- Assist with the First Destination Survey administration and reporting.
- Participate in community engagement initiatives including the planning and implementation of annual events such as the Franciscan Day of Caring.
- Participate in community engagement opportunities for students and alumni with new and existing community partners including Meals on Wheels and the Resurrection Life Church Food Pantry.
- Participate in Orientation activities, Open House, Accepted Students Day, and other divisional and college-wide events as needed.

Administrative

- Utilize Argos and Handshake to perform daily tasks.
- Market department services, Skillshops, and events utilizing print and social media.
- Conduct office-wide assessment projects using Argos and Survey Monkey.
- Submit reports on activities for the department's annual report.
- Attend staff meetings, college-wide development meetings, and WNYACCC meetings and functions.

Requirements/Qualifications:

- Enrolled full-time in a Master's or Doctoral program leading to a career in higher education or related field.
- Strong computer, communication, planning, organization, presentation, and interpersonal skills.

- Ability to work with minimal supervision.
- Flexibility to work evening and weekend hours as necessary.
- Valid, clean driver's license.

TERM: August 1, 2023 - May 31, 2024, 20 hours per week

Compensation:

- \$6,000 annual stipend (\$3,000 per semester)
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- Free Hilbert College parking pass.
- Membership in the College Student Personnel Association of New York State, Inc. (CSPA-NYS) and the Western New York Association of College Career Centers, Inc. (WNYACCC).

Additional "benefits":

- Fun, flexible, supportive working environment.
- Exposure to the Catholic, Franciscan tradition in a higher education setting.
- Opportunity to be involved in national, state, and regional associations.
- Familiarity with campus resources, faculty, staff, and administrators.
- Professional mentoring relationships with Academic Affairs and Student Life staff.
- Opportunity for growth and personal development.

TO APPLY: Please submit a cover letter, resume, academic transcripts, and contact information for three professional references to Rachel Wozniak, Assistant Vice President for Student Life-Career Development, Service Learning and Community Engagement at career@hilbert.edu.

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