GRADUATE ASSISTANSHIP OPPORTUNITY
2018-2019 Academic Year

JOB TITLE: Graduate Assistant – Center for Career & Community Engagement

REPORTS TO: Director of Career & Community Engagement

Job Summary:
The Center for Career & Community Engagement Graduate Assistant is a ten-month position responsible for assisting the Director and Assistant Director of Career & Community Engagement in providing comprehensive career services, community engagement, and service learning support to students and alumni.

Career Coaching
• Advise students and alumni on career development and job search strategies through one on one and group appointments
• Responsible for the implementation of the Sophomore Career Check-Up initiative utilizing Life Role Analysis

Special Programming
• Develop, implement, and assess student workshops and events on such topics as graduate school advisement, resume and cover letter development, job searching, interviewing, LinkedIn, dining etiquette, and professionalism
• Participate in service learning initiatives including the planning and implementation of the annual Service Learning Recognition Breakfast and monthly service projects
• Develop, implement, and assess job fairs and career expos
• Participate in employer relation initiatives such as Hire-A-Hawk

Administrative
• Responsible for the completion of the annual Graduate First Destination Survey in accordance with standards set by NACE
• Co-supervise work-study students with the Director and Assistant Director
• Assist with training of interns, volunteers, and work-study students
• Assist with day-to-day activities of the office and career resource lab
• Attend staff meetings, college-wide development meetings, and WNYACCC meetings and functions
• Assist the Director and Assistant Director with service learning initiatives
• Market department services, workshops, and events utilizing print and social media
• Submit reports on activities for the department’s annual report
• Participate in Orientation activities, Open House, Accepted Students Day, and other college-wide events as needed
• Participate in other activities of the office and with other Student Life staff as assigned

Requirements/Qualifications:
• Enrolled full-time in a Master’s or Doctoral program leading to student affairs work 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

**Term:** August 1, 2018 – May 31, 2019, 20 – 25 hours per week

**Compensation:**
• $6,000 annual stipend
• $3,000 towards the cost of tuition (3 credit hours - $1,500 per semester)
• Free Hilbert College parking pass
• Membership in the National Association of Colleges and Employers (NACE), 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 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 Career & Community Engagement 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:

Katie Martoche, MS  
Director, Center for Career & Community Engagement  
kmarotoche@hilbert.edu

*Hilbert College is an Equal Opportunity Employer*

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