

Position: Career Advisor (Graduate Assistant)
Department: Career Services Center
Reports to: Associate Director, Career Services Center

Position Overview

The Career Services Center at Marquette University seeks one Graduate Assistant for the centralized career office serving over 11,000 undergraduate and graduate students plus alumni. Upon completion of comprehensive training the primary responsibilities are to provide career counseling, assist with career fairs, career programs, projects, and lead presentations for students on career related topics. This role will also include other duties befitting the applicant's specific areas of interest within the field of Career Services.

Duties and Responsibilities:

- Career Advising/Counseling
 - Meet individually with 10-12 students per week, and counsel/advise students on topics including resume and cover letter writing, job and internship search strategies, interviewing skills, and graduate school processes/application materials
 - Assist clients via in-person, virtual (Teams and Handshake), e-mail, phone, and drop-in appointments
 - Learn and become knowledgeable on all resources including webpage, online subscriptions, online resources, Handshake (data management system), library materials, career services guides, etc.
 - Gain knowledge of employment and occupational trends
- Presentations
 - Present on a variety of career-related topics for classroom, student organization, alumni, and other campus audiences typically occurring during evenings and weekends
- Event Leadership & Support
 - Assist with career fairs and other career programs. May involve planning, coordination, leading, co-leading, and participating at career fairs and career related programming/events.
 - Represent the career services center at tabling events for students, parents, and prospective students

Qualifications:

Candidate must demonstrate abilities, which will provide a foundation to develop skills in career counseling/advising including initiative, ability to build rapport with students, strong interpersonal, verbal, and written communication skills, initiative and follow through, interest in career development, and problem-solving skills. Ability to complete tasks, work independently, give presentations, and create or lead established programs.

Hours:

August 19, 2024 – May 2026

20 hours/week (minimum)

Some evening and weekend hours are required

Compensation:

Scholarship of 12 credits of tuition per year (6 credits per semester)

Stipend of \$17,600 per year paid out over the 10 months of the academic year