Career Services’ Haslam College of Business Graduate Assistant Job Description

Department Name:  Career Services

Department Website:  http://www.career.utk.edu

Department Mission Statement (Brief):  The mission of Career Services is to promote the development and implementation of academic and career goals through access to: self-assessment, education and career information, experiential learning opportunities, graduate school planning and employment services.

Job Requirements/Qualifications:

- Candidate within the program of College Student Personnel or related major strongly preferred
- Must have a professional interest in the career development of college students
- Strong organizational skills that would allow for performance of several tasks and work in fast-paced environment
- Ability to relate well to people at all levels of the university community and outside the university
- Excellent oral and written communication skills
- Computer aptitude with Microsoft Office products

Responsibilities and Tasks:

Primary responsibility of the GA is to support the career development functions in the office by engaging in the following activities in coordination with the College of Business Administration Consulting area:

- Advise students with developing and improving their resumes in individual appointments and during resume walk-in hours
- Hold one-on-one appointments primarily with freshman, sophomore, and junior level students with individual job search questions
- Assist with the BA 320 Business Planning and Placement one-credit course including grading, monitoring attendance, and assessing learning outcomes
- Conduct mock interviews with students
- Help coordinate campus-wide career fairs including activities such as coordinating a staff of volunteers, assisting in promotion and publicity, and/or generally providing support to the Haslam College of Business consultants
- Participate in office promotional events such as “Career Kickoff Cookout”
- Assist with the administration of the “Professional Development Certification Program”
• Conduct job-search related workshops
• Compile placement statistics and assist with the Haslam College of Business Annual Placement Report
• Monitor on-campus recruiting schedules, post position listings, and send targeted emails in Hire-A-Vol (CSO based system)
• Participate in speaking opportunities to classes or student groups
• Engage in occasional employer contact and outreach
• Other responsibilities may be assigned based on the consultants’ needs and the graduate assistant’s individual interests, skills, or availability

Salary/Benefits:
• Tuition waiver plus $1,300.34/month stipend
• Health Insurance

Term:
• 20 hours per week
• 12 month appointment