Graduate Assistant in the Business Career Center for the College of Business Administration & the Graduate School of Management

General Description
Responsibilities include assisting Business Career Center in providing services to College of Business Administration students. Preference for this position will be given to applicants who have experience and/or interest in career services, counseling and/or human resources.

Specific Responsibilities
- Career development counseling. The graduate assistant will learn to serve students through appointments through individual training, observation and ongoing meetings with his/her supervisor. Appointment types will include walk-in hours, meetings connected to the junior level career course (LEAD) and traditional 45-minute sessions.
- Resume critiques – in person and by e-mail.
- Interview preparation advising and offering practice interviews.
- Developing office publicity materials, which may include twice-monthly newsletters for sophomores, juniors and seniors, Mentor Program newsletters, worksheets/handouts, upcoming events flyers and other materials.
- Providing first destination survey follow-up through contacting recent graduates via phone and email.
- Assisting the Business Career Center in other tasks as assigned

In the second year, we will seek to evaluate areas for desired growth. The graduate assistant’s responsibilities could expand to include:
- Supporting career-related event planning, which may include Mentor Program administration and support for student-employer networking events.
- Presenting to student organizations or classes.
- Assisting with research or data tracking projects. These may include best practice research, internship data tracking or office reporting and analysis.

Qualifications
- Currently enrolled (or accepted for enrollment) in Marquette University’s Student Affairs in Higher Education graduate program.
- Strong oral, written, and interpersonal communication skills.
- Excellent grammar and attention to detail.

Remuneration
- stipend for 9 month term. 20 hrs/week.
- Tuition scholarship of 6 credits a year.