THE UNIVERSITY OF GEORGIA CAREER CENTER
GRADUATE ASSISTANTSHIP 2020-2021 ACADEMIC YEAR

ALUMNI CAREER SERVICES GRADUATE ASSISTANT

University of Georgia Career Center: The UGA Career Center provides various career services to the undergraduate, graduate, and alumni of the University of Georgia. The Career Center staff works collaboratively with all faculty and staff departments on campus to improve our UGA students’ career outcomes and success. The UGA Career Center is a large team of 24+ full-time individuals and promotes an inclusive and collaborative environment for all.

UGA Alumni Career Services: Within the UGA Career Center, Alumni Career Services is responsible for providing career coaching/counseling and professional development programs for all UGA alumni. The Alumni Career Services team consists of one Associate Director and one part-time Graduate Assistant.

Graduate Assistant for Alumni Career Services: The Alumni Career Services office, located within the Career Center (Athens, GA), is looking for a Graduate Assistant who is self-motivated, adaptable, organized, and forward-thinking. As a Graduate Assistant, you will have the opportunity to participate in many functions of the office and personalize your experience through collaboration and communication with the Associate Director of the Alumni Career Services office, Kali DeWald. The GA must meet the requirements for acceptance into the Graduate School at the University of Georgia and be duly enrolled as a full-time graduate student during the 2-year appointment (12 credit hours) upon employment.

The assistantship is a 20 hours/week commitment for an academic year appointment (9 months). The assistantship will provide an annual stipend with tuition remission that will be consistent with the established rate at the time the appointment is made.

Major Duties and Responsibilities:

- Advise recent alumni seeking job opportunities, graduate school information, and career development through one-on-one appointments
- Critique alumni resumes, cover letters, and graduate school personal statements
- Design outreach and marketing strategies for recruiting alumni participants; create and distribute Jobs for Dawgs newsletter (monthly)
- Conduct and evaluate practice (mock) interviews
- Design and execute presentation alumni on a range of career development topics
- Develop resource documents and educational sessions for alumni
- Collaborate and take the initiative to design and create innovative career development programs and events for alumni
- Conduct career assessment interpretations for the Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI)
- Create and conduct assessments on the success of appointments and events for UGA alumni
- Develop intentional campus partnerships and initiatives to increase the awareness and use of Alumni Career Services
- Support the UGA Career Center with Arch Ready programs, faculty presentation requests, and additional team support when needed

Professional development will include:

- Weekly meetings with the supervisor
- Meetings with career center staff (wellness roundtables, webinars, and other professional development programs)
- Project management best practices
- Training on the most widely used career assessments (Strong Interest Inventory and the Myers-Briggs Type Indicator)
- Learn how to use the GAIL database

Preferred Experience and Skills:
• Advanced written, verbal, and interpersonal communication skills
• Willing to work autonomously as well as collaboratively
• Ability to manage detailed work
• Presentation skills
• Independent decision-making skills
• Project and time management
• Highly self-motivated and adaptable

**Competencies You Will Develop:**

**Coaching and Counseling Skills:** You will develop coaching and counseling skills and put them to use each day

**Career Assessments:** You will learn the value of career assessments, how to interpret these assessments, and how to integrate them into your coaching sessions appropriately

**Program Development:** You will be encouraged to attend, create, and facilitate alumni career development programs throughout the two-year assistantship

**Cultural Competency:** You will be challenged to gain multicultural competencies as you work with a diverse team and alumni body and develop inclusive marketing and programs for alumni

**Innovation:** You are welcomed and strongly encouraged to find gaps in programs and services and create strategic new programs and initiatives

**Marketing:** You will be responsible for utilizing programs like Canva, Handshake, and GAIL to create and distribute marketing

**Strategic Planning:** You will be encouraged to create a strategic plan and think critically about the goals of Alumni Career Services and how to accomplish those goals

**Collaboration** – You will get the best of both worlds – working with a large team of professionals in the Career Center and serving a small group dedicated to Alumni Career Services

**Critical Thinking/Problem Solving:** You will be tasked with solving problems and pushed to think critically during your appointments, supervision, and when issues arise

**Oral/Written Communication:** You will correspond with staff, faculty, departments, alumni, and more regularly in addition to developing strong presentation skills

**Professionalism:** You will be a role model of professionalism in the Career Center and asked to demonstrate integrity and ethical behavior, act responsibly with the interests of the broader community in mind while presenting a growth-mindset

**Technical Skills:** You will use Handshake, Microsoft Teams, Word, Excel, GAIL, Canva, Campus Labs, and many more platforms during your time at the Career Center

For additional information, contact:

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Website: [https://career.uga.edu/alumni/alumni](https://career.uga.edu/alumni/alumni)