GRADUATE ASSISTANTSHIP

THE UNIVERSITY OF GEORGIA CAREER CENTER
2018 - 2019 ACADEMIC YEAR

The Lee Anne Seawell Graduate Assistantship in Career Services

The recipient will be given the opportunity to observe and participate in all administrative and advising functions of the office with specific areas of concentration decided on jointly by the supervisor and the recipient.

Examples of duties to be performed may include (but not be restricted to) the following areas:

- Assist students/alumni in resume preparation, cover letters, networking, and various self-directed job search skills
- Advise students seeking job opportunities, graduate school information, and career development through one-on-one appointments
- Critique resumes, cover letters, and graduate school personal statements
- Conduct and evaluate practice (mock) interviews
- Assist with the coordination, promotion, and support of Career Center events and programs such as Arch Ready Professional Development Series
- Present seminars or workshops on career related topics
- Participate in "Special Programs" and Events (Career Fairs, Diversity & Inclusion Conference, etc.)

Professional training by department personnel may include (but are not restricted to) the following areas.

- Weekly meetings with supervisor
- Meeting(s) with executive director concerning organizational structure, etc.
- Meet with technical staff to learn hardware and software applications of the center
- Meetings with each member of the center staff
- Career Assessment training (Strong Interest Inventory and Myers-Brigg Type Indicator)
- Will participate in regular departmental and sectional meeting(s)

The assistant must be planning a career involving personnel or human services interaction for business, education, government, or public service and will work twenty hours per week as would be necessary for an assistantship for the academic year.

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. The recipient will be provided with experiences that will assist him/her in pursuit of a career in the personnel or human services interaction for business, government, education, or public service.

For additional information contact:

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