

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

The Lee Anne Seawell Graduate Assistantship in Career Services

This assistantship is ideal for someone looking for a challenging, fast-paced work environment. As a Graduate Assistant in the Career Center you will be given the opportunity to observe and participate in all administrative and advising functions of the office. The recipient will be given the opportunity to personalize their experience through collaboration and communication with their direct supervisor.

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

- Advise students seeking job opportunities, internships, graduate school information, and career development through one-on-one appointments, drop-in hours, and satellite hours
- Critique resumes, cover letters, and other job search materials
- Conduct and evaluate practice (mock) interviews
- Assist with the coordination, promotion, and support of Career Center events and programs such as career fairs, diversity events, panels, and presentations
- Provide presentations on career-related topics

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 Career Center staff member

The recipient must be planning a career involving personnel or human services interaction for business, education, government, or public service and be able to work 20 hours a week. 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.

For additional information contact:

Holly Getchell
Director of Employer Relations
The University of Georgia Career Center
Clark Howell Hall
Athens, GA 30602-3332
Email: hfox@uga.edu
Web: www.career.uga.edu
Phone: 706-542-8430
Fax: 706-542-8431