



**Division of Development and Alumni Relations**  
**University of Georgia Career Center**  
**The Lee Anne Seawell Graduate Assistantship in Career Services**

**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 30+ full-time individuals, as well as 10+ graduate assistants and promotes an inclusive and collaborative environment for all.

**Graduate Assistant for UGA Career Center:** 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 student-focused career advising, programming, and projects for the office. The recipient will be given the opportunity to personalize their experience through collaboration and communication with their direct supervisor. The GA must meet the requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student (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 undergraduate and graduate 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 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 career fairs, diversity events, panels, and presentations
- Design and execute presentations on a range of career development topics for all Arch Ready Express Workshops
- Create and conduct assessments on the success of appointments and events
- Support the UGA Career Center with Arch Ready programs, faculty presentation requests, and additional team support when needed

**Professional development and training will include:**

- Weekly meetings with the supervisor
- Meetings with career center staff (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)
- Meet with technical staff to learn hardware and software applications of the center
- Meetings with each Career Center staff member

**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 career development programs throughout the two-year assistantship (specifically Arch Ready Express Workshops)

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

***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 platforms like Canva and Handshake to create and distribute marketing

***Strategic Planning:*** You will be encouraged to create a strategic plan and think critically about the goals of your role 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 specific population of students in a department or college

***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, and students, 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, Canva, Campus Labs, and many more platforms during your time at the Career Center

For additional information, contact:

Umesh Patel

UGA Career Center

[upatel10@uga.edu](mailto:upatel10@uga.edu)