



## THE UNIVERSITY OF GEORGIA CAREER CENTER GRADUATE ASSISTANTSHIP 2025-2026 ACADEMIC YEAR

**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 Assistantship: Career Advising Drop-In Hours:** This assistantship will work specifically with undergraduate and graduate students at the University of Georgia during daily Drop-In Hours (anticipated schedule, M-TH noon – 2; Friday Virtual from 11-3; one hour of staffing) at the UGA Career Center. As a Graduate Assistant in the Career Center, you will coach UGA students from various majors and class levels on career-related topics within a drop-in environment. This assistantship will complement your coursework using the student development skills you are developing in the UGA CSAA Program.

**The assistantship is a 13 hour/week commitment for an academic year appointment (9 months).** Graduate Assistants will work in a 4-person Drop-In Team. Individuals must work 13 hours a week, and their schedules will provide flexible, but consistent, coverage of an anticipated schedule, M-TH noon – 2; Friday Virtual from 11-3; one hour of staffing). The assistantship will provide an annual stipend with tuition remission that will be consistent with the Graduate School established rate at the time of the appointment.

### Examples of duties may include the following areas:

- Advise students seeking career and major exploration, job opportunities, internships, graduate school information, and career development through Drop-In Hours
- Provide quick assessment of career development issue(s) for students and action step(s) to help address the problem or concern
- Review resumes, cover letters, and other job search materials
- Introduce students to career assessments, such as the O\*Net Interest Profiler, to help students navigate career and major options
- Provide quick tips on interviewing and corresponding with employers
- Help students navigate online resources, such as Handshake, LinkedIn, Big Interview, and additional resources found on the Career Center website
- Utilize Zoom and breakout rooms to conduct virtual Drop-In sessions periodically each week
- Potential duties include:
  - Assist with the promotion and support of Career Center events and programs, such as career fairs, diversity events, panels, and presentations
  - Support the UGA Career Center with Arch Ready programs, faculty presentation requests, and additional team support when needed

### Department professional training can include the following areas:

- Mandatory three-day training in August before classes begin to cover an overview of services we provide and how to work effectively with students on career development issues
- Weekly meetings with supervisor(s) and Drop-In team for professional development
- Career Assessment training (TypeFocus and Strong Interest Inventory)
- Meet with technical staff to learn hardware and software applications of the Career Center
- Meetings with each member of the Career Center staff

### 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 gain multicultural competencies as you collaborate with a diverse team and student body and develop inclusive marketing and programs

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

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

**Collaboration:** You will get the best of both worlds – collaborating 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, and many more platforms during your time at the Career Center

For additional information, you may contact:

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