



Title of Position: **Graduate Assistantship – Job/Internship Readiness Coach (Psychology/Sociology Majors)**

Appointment: **Academic Year 2011 – 2012; prefer 2 year appointment**

Description of Duties & Responsibilities:

1. Coach and advise psychology and sociology students with job and internship searches and preparation.
2. Critique resumes and cover letters through individual consultations.
3. Utilize electronic database, e-Recruiting to research and inform students of job and internship opportunities.
4. Instruct students on graduate school application process including selection of programs, personal statements and exam preparation.
5. Develop and implement outreach methods to increase utilization of Career Services for the psychology and sociology students.
6. Conduct workshops and classroom presentations related to resumes, services offered, etc.
7. Meet with faculty from the psychology and sociology programs and cultivate relationships to better serve this student population.
8. Provide support for various Career Services events and special projects.

Additional Requirements:

- Knowledge of psychology and sociology majors and career fields preferred
- Excellent verbal and written communication skills
- Strong listening ability and effective in building trust with student clients
- Ability to adhere to professional standards in counseling and maintain client confidentiality
- Ability to establish and maintain effective professional relationships
- Good presentation skills to small groups
- Ability to manage multiple projects
- Strong customer-service orientation
- Excellent attention to detail and strong organizational skills

Application Information:

Submit resume and cover letter to:

Debbie Endsley, Career Advisor
EIU Career Services
1301 Human Services Center
600 Lincoln Avenue
Charleston, IL 61920