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| <b>Department</b>           | Career Services   |
| <b>Position</b>             | Graduate Assistant  |
| <b>Hours/Week</b>           | 19  |
| <b>Contract Dates</b>       | August 2023-May 2024  |
| <b>Supervisor</b>           | Bobbi Kingery   |
| <b>Supervisor's Contact</b> | <a href="mailto:rkingery@eiu.edu">rkingery@eiu.edu</a> ; 217.581.2412 |
| <b>Benefits</b>             |   |

The Career Services Graduate Assistant plays a key role in helping the Career Services Office staff in accomplishing our mission. Once trained, the GA will provide individual advising and outreach presentations to students on a variety of topics including resume/cover letter writing, interview practice, job searching and networking. The GA will, schedule permitting, attend Career Services staff meetings and have weekly supervision meetings.

**RESPONSIBILITIES**

- Provide individual career advising appointments to students in all majors
- Coordinate and conduct mock interviews with students in all majors
- Design and present workshops to residence halls and student groups on various career related topics
- Assist the staff with the planning, marketing and implementation of all Career Services programming, including Career Fairs, workshops and other events.
- Gain knowledge with Handshake platform
- Assist with social media marketing
- Other duties relevant to the Career Services Office
- Assist with special projects for the Vice President of Student Affairs and the Division of Student Affairs and provide limited in person office coverage as needed.