JOB DESCRIPTION

Position Title: Graduate Assistant, Career Success
Department: Career and Professional Development
Primary Location: DeLand, FL

Position Type: Graduate Assistant
Position Number: SGD025-00

Position Summary:

The Career Success Office seeks a dedicated and dynamic Graduate Assistant to join our team. This position plays a critical role in delivering a comprehensive suite of career-related services, programs, and resources tailored for our undergraduate and graduate students, as well as alumni, across the College of Arts and Sciences, School of Business Administration, and School of Music.

This position offers a unique opportunity to make a significant impact on the professional development of our students and alumni, fostering their growth and success in an inclusive and supportive environment. The Graduate Assistant will gain invaluable experience in career advising, program management, and event facilitation.

This is a part-time position, requiring 20 hours of work per week, Monday through Friday between the hours of 8:00am – 4:30pm during the academic year. Occasional evening and weekend hours. This position is in-person and on campus.

Career Success: https://www.stetson.edu/administration/career

Essential Job Functions and Responsibilities:

- **Major and career exploration:** Provide personalized advising to students and alumni (including resume and cover letter reviews, interview preparation, and job search strategies) to navigate their journey of major selection and career exploration. Promptly responds to inquiries, providing exceptional service, to offer career services-related information/resources via email and in person. Manages individual appointments and maintains records of student/alumni interactions in the department's database (HatterJobs/Symplicity).
- **Internship and job search:** Assist in the development and facilitation of strategies for successful internship applications and job searching, equipping our community with the necessary tools to advance their careers.
- **Graduate school advising:** Offer guidance and support for students considering further education, including application strategies, program selection, and preparation for advanced studies.
- **Career programming and events:** Actively contribute to the planning and delivery of career programming, including large-scale events such as Career Expos, Employer Takeover Days, and Career Connections as well as, assisting with the Career 201 course and career outcome collection and analyzation.
- **Certifications and experiential learning:** Support career-related certifications including communications, tracking, and exam proctoring.
- **Educational outreach:** Engage with the academic community through classroom presentations, workshops, and seminars, facilitating a comprehensive understanding of the career development processes. Assists with creating and maintaining career-related materials via Canva (e.g., handouts, presentation slides, and online resources).

Knowledge, Skills, and Abilities:

- Must be an actively enrolled graduate student taking classes at Stetson University who is in good academic standing; is available to work multiple days of the week in-person.

- Due to the nature of this position, graduate students who are part of the counseling program will not be able to hold this position during their practicum and internship semester(s).
- Strong organization, attention to detail, and the ability to successfully manage multiple projects simultaneously.
- Strong presentation skills to various constituencies, in different environments, and for diverse audience sizes.
- Demonstrated ability to build relationships with diverse stakeholders, including employers, students, alumni, and faculty/staff.
- Efficiently work independently and collaboratively as part of a high-performing, fast-paced, and strategic team.
- Proficient with Microsoft Office Suite, Canva, and other relevant technology.
- Ability to quickly learn new technologies and systems.

Preferred Qualifications:

- Interest in higher education, career development, recruiting, workforce development, and/or student success.
- Prior experience mentoring, coaching, teaching tutoring, or supporting individuals.
- Familiarity with resumes, job searching, and LinkedIn.

Reports to: Leslie Campos, Assistant Director of Career Success

Application Process:

Interested candidates are encouraged to submit a cover letter and resume to Career Success at career@stetson.edu. Applications will be reviewed on a rolling basis until the position is filled.

Compensation:

Assistantship Qualification, Expectations & Benefits Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to one of the following Stetson graduate programs: Accounting, Business Administration, Clinical Mental Health Counseling, or Marriage, Couple, and Family Counseling. Students must take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters) and maintain a clear student conduct record throughout the duration of their employment. Students are not eligible for a graduate assistantship if they are receiving the in-service tuition scholarship.

• Graduate assistants are expected to work 20 hours per week. The student's schedule will be determined each semester in consideration of the student's course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours.
• Graduate assistants are not expected to work on University Holidays (e.g. July 4), but should work with supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by their supervisor as needed.
• Graduate assistant positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the graduate assistant position will be awarded in successive years to the same person.

Graduate assistants are compensated through a combination of scholarships and stipends, including:
• A scholarship equal to tuition for up to four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed $1,050 per credit and $6,300 per semester. Student will be responsible for tuition exceeding the $6,300 maximum each semester. Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.
• A stipend of $250 bi-weekly during the academic year (40 weeks) and $520 bi-weekly in the summer (12 weeks) not to exceed $8,120 for the fiscal year.

It is expected that the graduate assistant work with their supervisor to plan 20 hours of paid vacation during the summer months. This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.