

JOB DESCRIPTION



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

Position Type: Graduate Assistant
Position Number: SGD025-00

Position Summary:

Career Success seeks a dedicated and dynamic Graduate Assistant (GA) 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.

The GA will have the unique opportunity to significantly impact the professional development of our students and alumni, fostering their growth and success in an inclusive and supportive environment. This GA 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 8:00 am – 4:30 pm during the academic year. Occasional evening and weekend hours.

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

Essential Job Functions and Responsibilities:

- **Major and career exploration:** Provide personalized advising to students and alumni to navigate their journey of major 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/Symlicity).
- **Internship and job search:** Assist in the development and facilitation of strategies for successful internship applications (including resume and cover letter reviews, interview preparation) 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:** Contribute to the planning and delivery of career programming, including large-scale events such as Career Expos, Employer Takeover Days, and Career Connections.
- **Career programming:** Assist with maintaining the Career Success Pathways and hosting 201 by actively communicating with students on completing assignments.
- **Certifications:** Support career-related certification programming including communications, tracking, and exam proctoring. Work extensively with students in the process, ensuring meaningful engagement and compliance.
- **Educational outreach and Resources:** 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).

Required Qualifications:

- Must be an actively enrolled graduate student taking classes at Stetson University who is in good academic standing.
- Available to work 20 hours per week, Monday through Friday between the hours of 8:00 am – 4:30 pm during the academic year.
- Due to the time commitment, 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 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, Canvas, and other relevant technology.

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/internship searching, and LinkedIn.

Reports to: Anne Fayson, Assistant Director of Career Success

Application Process:

Interested candidates are encouraged to submit their application, including a cover letter and resume outlining their interest and qualifications for the position. Applications will be reviewed on a rolling basis until the position is filled. Please email your cover letter and resume to Career Success at career@stetson.edu.

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. Students 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.*

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.