



**University
of Dayton**

Career Services Graduate Assistant Career Advisor

Overview

The Career Services Graduate Assistant Career Advisor will provide career advising to students and alumni after completion of a comprehensive training program. The assistantship will expose a student to all aspects of the operation of a career center and provide an excellent orientation to a possible career in this area of student services. The position is part-time (20 hours per week/9 months) and supervised by the Executive Director of Career Services.

Responsibilities

Primary responsibility of the graduate assistant will be to provide career advising to students and alumni after completion of a comprehensive training program. Additional responsibilities will include developing and presenting a variety of career programs and seminars, supporting the daily drop-in hours program, conducting mock interviews with students, providing support to the Alumni Mentoring Program, and assisting with Career Services' publicity, outreach, and education efforts.

Minimum Qualifications

Candidate must demonstrate knowledge of the career development process, ability to build rapport with students, strong interpersonal and written communication skills, and presentation skills. Ability to take the initiative to complete tasks and develop new programs when appropriate is also desired. Experience with MS Office, web-based applications, and social networking sites preferred.

Remuneration

- August 1, 2020-May 15, 2021: 20 hours/week. Some evening and weekend hours are required.
- Competitive stipend.
- Tuition remission for up to 24 credit hours or \$15,127
- Option for hourly summer employment
- University Healthcare

For more information contact:

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