The Office of Career Services is seeking two (2) Graduate Assistants for the 2016-17 academic year. These positions will support one of two areas within the unit. Specific responsibilities for each of the two Graduate Assistant positions are outlined below.

Minimum Qualifications:
- Graduate student at Southeast Missouri State University
- Consideration given to students in all graduate programs, preference given to students in Higher Education Administration, Career or Mental Health Counseling, School Counseling, or a closely related field
- Excellent interpersonal, written and oral communication skills
- High attention to detail with document creation/editing
- Ability to manage multiple projects and timelines
- Ability to speak publicly and conduct group presentations
- Ability to work independently and within a team
- Demonstrated commitment to working with multi-cultural populations and awareness of issues affecting women and minorities
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, Publisher)
- Knowledge of internet/online research applications and general communication technology
- Self-starter, high sense of initiative, and goal-oriented
- Requires 20 hours per week while school is in session including some evenings and weekends; other hours by mutual agreement

Position 1:
Career Planning Graduate Assistant (one position available)
- Conduct 1:1 sessions with students that may include, but are not limited to: resume and cover letter writing/critiques, mock/practice interviews, job & internship search strategies.
- Conduct research for student resources containing relevant career, job and internship information.
- Oversee online proficiency checks (CL003 & CL004).
- Promote and be able to instruct students on how to use online career resources.
- Conduct career-related presentations for select classrooms and organizations.
- Assist in coordination and execution of special events and programs.
- Represent office at university sponsored and campus-wide events.
- Attend and contribute to weekly staff meetings, 1:1 supervision appointments, and training sessions.
- Perform general office duties as needed.
Position 2:
**Employer Relations & Campus Outreach Graduate Assistant (one position available)**

- Conduct 1:1 sessions with students that may include, but are not limited to: resume and cover letter writing/critiques, mock/practice interviews, job & internship search strategies.
- Develop and implement marketing strategies using social media, promotional print materials, and targeted student emails.
- Research industry based job and internship opportunities.
- Maintain database of key faculty and staff to correspond opportunities or event notifications via email.
- Promote and be able to instruct students and employers on how to use online career resources.
- Conduct career-related presentations for select classrooms and organizations.
- Assist in coordination and execution of special events and programs.
- Represent office at university sponsored and campus-wide events.
- Attend and contribute to weekly staff meetings, 1:1 supervision appointments, and training sessions.
- Perform general office duties as needed.

**Term:**
- A complete tuition remission is available for Missouri and Non-Missouri residents including a stipend of approximately $8,467.20 for nine months.

**Evaluation/Renewal:**
- This position is renewable for an additional year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews. The start date for this position will be August 15, 2016 (one week prior to first day of fall semester classes for the 2016 academic year).

**Application Process:**
- Application deadline is Friday, April 1, 2016.
- Required materials include a cover letter, resume, list of three (3) professional references. The cover letter should address how the position aligns with your long-term career goals and address the supplemental questions listed below.
- Submit application materials electronically by April 1, 2016 to: Michele Tapp, Director of Academic Advising & Career Services at mtapp@semo.edu. Review of applications will begin on Monday, April 4, 2016 and will continue until positions are filled.

**Supplemental Questions**
1. What is your Degree Program and anticipated graduation date?
2. Are you currently enrolled as a Graduate Student at Southeast Missouri State University? (Yes or No)
   a. If YES, do you currently have a Graduate Assistantship at Southeast Missouri State University?
   b. If NO, have you applied and been accepted to Graduate School at Southeast Missouri State University?
3. Which position(s) are you applying for?
   (1) Career Planning, (2) Employer Relations & Campus Outreach, or (3) Both positions