The Graduate Assistant/Program Coordinator for EmersonNEXT is a bridge in connecting the graduate students of Emerson College with career resources and programs. Under the supervision of the Assistant Director in career services for graduate students and alumni, this person will engage students in person and online, and will work with faculty, staff, student leaders and employers to support graduate student’s career development. They will support the goals of EmersonNEXT, which include planning programs and spotlighting internship opportunities. This position is part time (15 hours/week).

Qualifications:

- 1-2 years of professional experience in the fields of Arts, Communication and/or Education.
- A vested interest in the career development of graduate students
- Strong marketing, written and verbal communication skills
- Demonstrates maturity, professionalism and attention to detail
- Enrolled in a graduate program for Counseling, Higher Education, Marketing Communication, or Communication Management.

Responsibilities:

- Work with communication specialist to provide consistent, engaging promotion of all ENEXT and graduate student events ranging from employer info sessions to networking receptions with alumni.
- Develop relationships with Graduate Program Directors, and other key faculty for class visits, programs and co-sponsoring events.
- Provide individual career advising and support to graduate students.
- Collaborate with and present to graduate student groups and leaders to promote career services.
- Connect with employer engagement team about sites, info sessions and internships for graduate students.
- Assist in coordinating and managing logistics for on and off campus ENEXT events.
- Support the administrative needs within career services.

To Apply:

Send your resume and cover letter to: jessica_chance@emerson.edu.