Graduate Assistantship for Student Affairs and Career Development, 2018-2019 Academic Year

The Graduate Assistant plays an important role in the Dean of Students Office by working with student leaders, planning community events, assisting with career services coaching, working on administrative projects, and presenting useful information and resources to the community.

Under the supervision of Josh Cooper, Dean of Students and direction from other staff members, the Graduate Assistant responsibilities may include, but are not limited to:

- Promote student leadership initiatives of Department ACES, the College LEAD Team, and student organizations.
- Provide career coaching on resume, CV, and cover letter development for graduate students across William James College academic disciplines, in-person, over the phone, and online.
- Assist with coordinating logistics for Student Affairs/Career Services programming, career expos, and events prior to and in some cases day of event.
- Assist with collection of data and student feedback for the Academic Resource Center.
- Collect and coordinate student leadership information across departments.
- Promote Student Affairs/Career Services/ARC programming through creating monthly email newsletters.
- Maintain, update, and create information for webpages managed by the Dean of Students Office (this does not require the ability to build pages; it is focused on content).
- Assist with the coordination of our community service projects and online service resources.
- Take notes at important student meetings such as LEAD Team meetings or community Town Hall.
- Create an outreach program to work with student organizations.
- Assist with administrative projects as needed.
- Keep track of student programming budget.
- Greet students and other guests as they arrive to Student Affairs suite when present.

**Experience:** Previous experience in student activities, student affairs, or career services preferred. Previous experience working with graduate/professional students preferred.

**Education:** Enrollment in a Master’s degree program is a related field.

**Hours:** Approximately 10 hours per week, for approximately 15 weeks each semester (9/4-12/14 and 1/7-5/3, excluding spring break weeks, dates can be flexible and agreed upon at time of hire)

**Compensation:** $15 per hour (approximately $2,250 per semester)

Please note that a vehicle is necessary, as William James is not accessible via public transportation.

To apply please submit resume, cover letter, and references to Josh Cooper, Dean of Students

[josh_cooper@williamjames.edu](mailto:josh_cooper@williamjames.edu)