The MIT Career Development’s Career Assistant (CA) positions are designed for individuals with a strong interest in gaining experience in career development and higher education. Positions are available with a focus on career services, employer relations, first year career programming, prehealth and advising. These positions report to their team supervisor and engage in weekly trainings organized by the Assistant Director of Career Counseling and Training. A commitment of two semesters is required and spans from the last week of August to mid-May so CAs can participate in, contribute to, and benefit from a full cycle of Career Development activities. CA positions include robust training to confidently and independently conduct one-on-one student advising through drop-ins and short career appointments, facilitate career development workshops, and assist with short projects. Career Services is accessible by public transportation and is located close to the Kendall T stop. To learn more about our office and our philosophy of career development, please refer to our website: http://gecd.mit.edu.

Qualifications:
We are seeking candidates who are working toward a graduate degree or who already have a graduate degree. Previous experience in higher education or career counseling is ideal. We will also consider nontraditional candidates with diverse work experiences. CA candidates should possess excellent organizational, communication, and multitasking skills. A strong professional interest in the field of career development, or prehealth advising and an interest in working with highly motivated students are necessities. CA candidates should be flexible and possess a great deal of initiative.

Career Assistants should work 25 hours per week over at least three days per week. Minimum hours are flexible with an opportunity to increase or decrease hours. CAs should be available to conduct occasional weekday evening programming as needed. Career Assistants must be able to attend four consecutive days of training during the last week of August 2018.

Career Assistant positions will dedicate a portion of working hours each week to the support of Career Services drop-in hours where undergraduate and graduate students come for assistance with a variety of career-related questions including: resumes or cover letters, job search topics, networking, negotiating, etc. Positions will be available with a focus on career services, employer relations, first-year career programming, and prehealth.

Compensation: $16.00/hour, plus benefits

Benefits of participating in our competitive program:
- Orientation and ongoing training directly related to your role as a Career Assistant and career services professional in a higher education setting.
- Supervision and mentorship by a staff member to assist you in realizing your professional goals.
- Opportunity to participate in some office professional development training sessions and staff meetings.
- Flexibility and support to initiate creative projects that fit your professional objectives.
- Opportunity to work with top academic and highly motivated students in one of the world's leading educational institutions.

Responsibilities for these positions will vary by focus and may include some combination of the below:
- Conducting drop-in sessions with students on a range of career-related topics.
- Conducting practice interviews individually with students.
- Presenting workshops on career-related topics such as resume writing and interviewing skills.
- Promotion of events through design and distribution of print and web materials.
• Managing special projects such as developing workshops, coordinating career events, conducting data analysis, creating resources, or managing student interest lists.
• Co-planning/organizing events such as employer and industry career panels, open houses, career expos.
• Completing organizational/administrative tasks.

While all CAs conduct drop-ins and short career appointments, CAs support varying teams and each position is unique. Please review the individual descriptions to decide which positions are most interesting to you. Note that there may be opportunities to work on projects across teams.

Career Exploration
The Career Exploration CA will work primarily on managing a Career Exploration program that involves developing career events with students and MIT alumni to encourage exploration of industries and fields. This CA should be comfortable with working independently to prioritize tasks as well as set and meet deadlines. This position includes supporting other Career Exploration programs in the office through assisting colleagues with tasks such as workshop delivery and presentations. Additional projects will also be assigned and vary depending on the needs of the office. In previous years, projects have included: developing educational and communications materials, managing event promotion, and the compilation and analysis of data. As with all CA positions, a considerable amount of time will be dedicated to weekly drop-ins.

Employer Relations
The Employer Relations CA will work primarily with the Employer Relations team on a variety of projects and programs. As with all CA positions, a considerable amount of time will be dedicated to weekly drop-ins and there will be opportunities to present to students on career related topics. The Employer Relations CA will assist with a number of administrative tasks aimed at helping GECD’s on-campus recruiting program run smoothly. This CA will gain intimate knowledge of our computer-based career management system, CareerBridge.

First Year Undergraduate Engagement
The First Year Undergraduate Engagement CA will work closely with career services staff on supporting programming and initiatives targeted toward the incoming student class. Projects may include: planning events, panels and workshops on relevant topics (e.g. First Year Exploration Tours to local employers, Career Fair Tips for First Years, networking mixers, etc.), developing targeted marketing and communication, assessment and recommendations of outreach, or co-teaching seminar style classes. This role may have the opportunity to create and pilot new initiatives and resources to support first years in career exploration and development. As with all CA positions, a considerable amount of time will also be dedicated to weekly drop-ins.

Prehealth Advising
The Prehealth Advising CA works with the MIT Prehealth Advising staff in support of their mission to help students pursue their career interests in healthcare. All CA positions will have time dedicated to weekly career drop-ins. The Prehealth Advising CA will advise students pursuing a graduate degree in various health professions such as medical, dental, and veterinary schools, and will assist the team with prehealth general appointments, mock interviews, and essay critiques. Additionally, the CA will have the opportunity to engage in projects including: assisting with the Prehealth Satisfaction Year End Survey, coordination of the MIT Physician Shadow Program, and facilitation of student workshop(s).

To apply for the Career Assistant program:
Submit a professional resume and a cover letter detailing your interest in the Career Assistant position to the posting on https://careers.mit.edu. Please note if you have a particular interest in one or more of the focus areas – Career Services, Employer Relations, F/ASIP, or Prehealth Advising.