

Graduate Assistant (Intern or Practicum) Position-Undergraduate Career Team

As a Graduate Assistant at the UDC, you will have the opportunity to shadow, and eventually conduct, one-on-one career advising meetings with undergraduate business students. You will have the opportunity to apply theory to practice and implement the learning outcomes you have developed related to your professional development and growth as a higher education professional. In addition to advising, you will support the launch of a **new pilot job shadow program**, support the team's social media efforts, and if interested, act as a Teaching Assistant for the required career course curriculum.

Required Skills:

- Solid grasp of basic vocational theories.
- Must be a team player with excellent verbal and written communication skills.
- Strong time management and project management skills.
- Expecting a student with a friendly demeanor, who is energized by career services and is willing to add their own unique personality to our dynamic career team.

Preferred: Experience editing resumes, cover letters and/or essays.

Operational Details:

- **School:** Boston University Questrom School of Business
- **Office:** Undergraduate Academic and Career Development Center (UDC)
- **Team:** Career Advising Team
- **Supervisor:** Victoria Schroeder, Director of Undergraduate Career Management
- **Hours:** 8-12 hours/week (Span across 2 days)
- **Pay:** \$12/hour
- **Length of Commitment:** 2018-2019 Academic Year (roughly end of August 30, 2018-May 5, 2019)
- **Deadline:** March 15th, interviews will take place the week of March 26th.

Position Details:

- Shadow and eventually conduct one-on-one career advising meetings.
- Cover career walk-in's to support resume, cover letter and LinkedIn profile reviews.
- Support career team projects, including a pilot job shadow program.
- Support social media efforts including blog posts and content development for career tips and event marketing.
- Additional projects as assigned including the development and improvement of virtual career resources
- *Optional:* Attend and eventually act as a Teaching Assistant for our required career courses.
- *Optional:* Host workshops (live or virtual) on a career topic of your choosing.

How to Apply:

- Email Victoria Schroeder at vschroed@bu.edu with your resume and cover letter