

**University of Maine Career Center
Job Description**

TITLE: Graduate Assistant

DATE: 2022-2023

DEPARTMENT: Career Center

REPORTS TO: Assistant Director

PURPOSE:

Major responsibility for providing Career Center services including meeting with students, engaging in outreach activities, marketing and social media, provide support to Career Counseling staff and gaining an understanding of the career development process. education. This is a 20 hour per week, academic year position.

ESSENTIAL DUTIES/ RESPONSIBILITIES:

1. Meet individually with students for resume reviews, practice interviews, job search strategies, internships, and graduate school assistance. This includes both individual appointments and walk-in hour coverage.
2. Serve as point person for marketing and social media. Including write/contribute to Career Center blog, Facebook/Instagram, Twitter, LinkedIn and other forms of social media.
3. Provide support to employer relations.
4. Provide coverage of the front desk as needed, including answering the phone, scheduling appointments and providing general assistance to students, staff, faculty and employers.
5. Deliver scheduled student presentations on career related topics.
6. Serve as “point” person for special projects including: Career cluster programs and assisting with volunteer coordination at the Engineering Job Fair and Career Fair.
7. Represent the Career Center at outreach/marketing opportunities on campus.
8. Work closely with the Career Services Coordinator to collect and interpret data.
9. Assist with STEM and Health Professions related programs and student appointments.
10. Take notes and produce minutes for weekly staff meetings.
11. Additional responsibilities will be assigned as needed.