Trinity University
Career Services Graduate Assistant
2020-2021

The Graduate Assistant in the Office of Career Services will help support programs, initiatives, and services that contribute to the career development and successful outcomes of Trinity University students. The specific project(s) and/or assignment(s) will be finalized based on the skills, background, and interests of the selected graduate student but potential projects are outlined by category below (selected candidate will focus their work in one of the three outlined categories). Additional projects may also be established to compliment the individual graduate assistant’s future career goals.

STUDENT ENGAGEMENT

**Supervisor: Assistant Director of Career Development**

- Design, plan, execute, and assess innovative career-related programs (topics will range and may include diversity and inclusion, retention, graduate outcomes, life design)
- Assist with existing programs including planning, marketing, implementation, and gathering data to analyze program effectiveness and student outcomes
- Design and conduct workshops and presentations to a variety of audiences
- Assist in the successful planning and execution of the Tiger Connections alumni-student informational interviewing series
- Assist in the design, development, and execution of a peer mentoring or peer career advising program
- Design, support, and/or execute initiatives that contribute to student retention and positive post-graduation career outcomes
- Support student-facing programs, initiatives, and day-to-day interactions to include meeting with students about career-related needs
- Design or update resource materials for student and alumni usage (infographics, handouts, social media posts, or digital items)
- Assist in identifying strategies to market initiatives, programs, and resources across campus

EMPLOYER RELATIONS

**Supervisor: Employer Relations & Advising Specialist**

- Contribute to the execution and success of employer relations operations and strategies
- Participate in employer outreach initiatives (research, calls, visits, on-sites)
- Assist in the coordination of the fall and spring career fairs
  - Provide support to the career fair planning team
  - Coordinate and oversee a small group of student volunteers
  - Oversee the First Year VIP Tours initiative to include recruiting, training, supervising, and coordinating the tour guides
- Provide support for on-campus interviews
  - Prep interview rooms and reception area
● Contact students regarding interview schedules
● Assist with the execution of Tiger Treks job shadow and employer site visit initiatives
● Assist in the analysis and reporting of employer-related data
● Conduct employer and industry research; conduct gap analysis in target markets
● Actively serve on the Employer Relations work group

**ASSESSMENT**

*Supervisor: Assistant Director of Assessment and Technology*

*Experience with Tableau or similar instruments preferred for this area*

● Analyze and report Center usage and post-graduation career outcome data to identify trends and potential intervention points
● Conduct research and analysis as requested
● Assist in the development of learning outcomes for office and Center initiatives
● Utilize data to conceptualize, execute, and assess initiatives, programs, and interventions aimed at current students to improve career outcomes post-graduation in collaboration with the Assistant Director of Career Development
● Develop infographics, reports, and visuals for a variety of audiences (e.g. prospective students, employers, other departments, executive leadership)
● Design programs and initiatives that positively support student success and successful graduate outcomes
● Conduct research and follow-up outreach to recent graduates on their post-graduation status (LinkedIn, email, phone)
● Support collection of data through the First Destination Survey (FDS) and other instruments

**Qualifications:**

● Experience communicating via public presentations, electronic writing and interpersonally
● Ability to clearly communicate one-on-one and in front of small crowds
● Professional written communication and interpersonal skills
● Comfort and ability providing constructive feedback to students
● Professional demeanor and ability to engage with a variety of audiences
● Proficiency in Microsoft Word, Excel and PowerPoint
● Experience with design software programs (e.g. Canva, Piktochart) and Handshake preferred
● Program, event, or workshop planning experience preferred

**Duration: 9-months**

**Compensation: $20/hour**