

LSU OLINDE CAREER CENTER

JOB SEARCH GRADUATE ASSISTANT (2/3 vacancies)

LSU Olinde Career Center (OCC)

Required Qualifications: Full-time graduate student in the area of Counseling, Higher Education Administration, Student Affairs, Human Resource Development, Business Administration, Public Administration, or Social Work; desire to work with students on a daily basis; strong verbal and written communication skills; demonstrated ability to work as a team member; ability to multitask and be flexible; must maintain a 3.0 GPA

Additional Qualifications Desired: experience in coordinating and managing others and speaking in front of both small and large groups of people.

Duties and Responsibilities:

- Provide individual career assistance to undergraduate students on job search related topics (i.e. resume writing, cover letter writing, mock interviews, and job search, etc.)
- Conduct workshops and class presentations (including some evening presentations) on various job search related topics.
- Represent OCC at various functions both on and off campus including evening functions.
- Assist undergraduate students in using the OCC website and other online resources.
- Participate in professional development seminars, activities, and workshops.
- Assist in the creation of job search resources (both print and web)
- Attend weekly Job Search meetings.
- Assist with liaison duties to an assigned department or special population. Communicate with appropriate administrators, staff, and faculty about the career development needs of their students and provide career planning services (or referrals) based on those needs. Provide information to students in the population about services offered and upcoming events.
- Perform other special duties and tasks as assigned, which may be necessary for effective and efficient functioning of the Job Search service area.

Start Date: August 2019

Hours: 20 hours/week

Wage: Tuition reimbursement, stipend

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