



UNIVERSITY OF  
NORTHERN COLORADO

Center for Career Readiness

**2024-2025 Graduate Assistantship**  
**Center for Career Readiness, University of Northern Colorado**

**Position Title:** Career Counseling Graduate Assistant

### Program Summary

The Center for Career Readiness builds bridges between students and the world of work to ensure that UNC students make informed and empowered decisions regarding continued education and career.

### Program Goal

Provide a student-driven approach to career education that challenges systematic inequities, invites exploration embedded in identity and values, and fosters collaboration with employers and the campus community.

### Graduate Assistant Expectations

#### Duties and Responsibilities

The graduate assistant will provide direct support to the Center for Career Readiness by completing the following responsibilities:

- Counsel and advise students regarding choosing a major, career planning, internships, job search processes, resume and cover letter writing, interviewing, salary negotiation, networking, and graduate school selection and application.
- Provide workshops and presentations to undergraduate and graduate students, including classroom, workshop, and student group presentations. Topics will include but are not limited to career planning, resume writing, job search strategies, internships, interviewing techniques, networking, social media and professionalism in the workplace.
- Create, update, and maintain informative and innovative career related resources and marketing material specific to career counseling activities.
- Staff drop-in hours.
- Staff career events such as Job, Internship and Graduate School Fairs, K-12 Educator Employment Days, and other career events.
- Administer and interpret appropriate career assessments to students and alumni.
- Provide customer-oriented, student-centered service that is based on effective career counseling and student development theories.
- Document client notes within a timely fashion.
- Attend Center for Career Readiness and Career Counseling staff meetings and retreats.
- Assist with student learning assessment.
- Complete various career projects and other duties as assigned.

### Hours and Availability

This position may require flexibility in scheduling to accommodate evening (after 5pm) and on weekends workshop/presentation requests or virtual drop-in hours, attend/participate in University events, etc.

## Physical Demands

This position requires daily use of a computer for work and online meetings. The position requires resilience, a high energy level, the ability to manage stress and multitask. Frequently, there is a need to be available during non-traditional office hours.

*Additional expectations related to academic course load and outside employment are outlined in the [Graduate Assistant Handbook](#).*

## Qualifications and Additional Requirements:

### Minimum Qualifications:

- Accepted into a Master's degree program at UNC (prefer a maximum of 12 credits per semester to allow for necessary scheduling flexibility).
- Be in good academic standing (*Students admitted with a lower than 3.0 gpa and academic provisions may not be hired in assistantship positions until they earn at least a 3.0 gpa or their academic provisions are met*)
- Outstanding communication skills including strong interpersonal skills.
- Ability to positively contribute to a team.

### Preferred Qualifications:

- Interest in pursuing Career Services as a professional career.
- Ability to engage an audience during a group presentation.
- Commitment to empowerment, integrity, social justice, character, and relationships.

### Additional Requirements:

- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.

### Training Commitments:

- Complete training in FERPA, and other training offered by the supervisor.
- Additional on the job training will be outlined by supervisor upon start of position.

### Compensation and Contract Period for Position:

This is a .40 FTE position with in-state tuition paid (work 18 hours per week during fall through spring semester, 17 weeks per semester) plus a monthly stipend. All Graduate Assistants must be available to work the week before classes begin each semester. The starting date for this position will be January 6, 2025.

The schedule of a student in fiscal year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Fiscal year contracts allow one week of vacation during the fiscal year. Graduate Assistants receive sick leave, as outlined in the [Paid Sick Leave Policy](#).

### Employment Outcomes:

By serving in this position, the Graduate Assistant will be able to:

- Articulate career services to students to draft meaningful career goals and develop career readiness skills.
- Engage in comprehensive interactions regarding ideas, knowledge, and perspectives.
- Establish collaboration with team members and students while integrating diverse perspectives with respect to individuals.
- Enhance the exploration of careers and opportunities while acknowledging skills and past experiences.

## Student Affairs Mission

*We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.*

### **Application Procedure:**

Please submit a resume, cover letter explaining interest in the position, and a list of 3 references to Diana Saade [diana.saade@unco.edu](mailto:diana.saade@unco.edu). **Priority deadline for submitting application materials is November 15, 2024.**