**Career Development Assistant Job Description (Graduate Student)**

The Career Development Assistant supports the College of Business Career Development Center’s daily operations of student career coaching services including, but not limited to the duties outlined below.

**Student Services & Career Coaching:**

* resume reviews
* mock interviews
* student personality/strengths assessments
* networking skills
* professional dress
* other career/professional development activities
* assist with administrative tasks (degree audits/grading) associated with the ROAR Program – a required career development program for undergraduate students
* hold office hours after 5 pm to accommodate students and during peak periods
* refer issues that may come up to the Principal Program Coordinator

**Marketing & Communications**:

* recommend updates and edits of fliers, brochures, website and other written publications to the Principal Program Coordinator
* assist with special events and planning as needed - participate and engage with students during Career Development Center events
* communicate with assigned students and as directed

**Reporting & Tracking**:

* provide reports as requested
* maintain records of student interactions and activities
* conduct degree audits and maintain students records in CU-SIS, Starfish, and other platforms as needed

**Minimum**

* Current graduate student with at least one year remaining.
* Experience or interest in human resource management, career services, counseling, or related field. Ability to work independently, work cooperatively with others, communicate effectively both orally and in writing, attention to detail.
* Must have proficiency with Microsoft Office and ability to learn new technologies quickly.
* Professionalism is essential as this person represents the Career Development Center.

**Preferred**

* Prior experience or knowledge of career services such as resume writing, interview preparation, and career planning.

**Pay**

$12.50 per hour

Min 15 hours per week – Max 25 hours per week