

WASHINGTON STATE UNIVERSITY  
Career Services

**POSITION DESCRIPTION**

<b>OFFICIAL TITLE</b>	Graduate Assistant (GA), Career Counseling emphasis
<b>APPOINTMENT STATUS</b>	Nine-month appointment, August 15-May 15 20 hours/week
<b>ORGANIZATION</b>	Office of Career Services within the division of Student Affairs
<b>LOCATION</b>	Lighty 180, WSU Pullman campus
<b>BASIC FUNCTION</b>	Provide career development services and programs to WSU students. Provide career counseling and drop in advising, facilitate specialized groups, coordinate a career program, and lead outreaches to campus groups. Exercise professional judgment when interpreting and implementing departmental and university policies/procedures.
<b>REPORTS TO</b>	TBA

**QUALIFICATIONS**

- Baccalaureate degree or equivalent
- Current WSU graduate student in Counseling Psychology, Higher Education, or related field.
- Work-study eligible and a Washington resident
- Maintain an academic load of at least 10 hours/semester and maintain a 3.0 GPA.

**COMPENSATION AND BENEFITS**

Compensation includes a salary for nine months (.5 FTE), a tuition waiver and graduate student health insurance. This position is designed to equip GAs with knowledge and skills essential to helping others in their career development, including career/life planning and internship/job search. The competencies GAs acquire will help them to perform effectively as career counseling, student affairs, or higher education professionals. The staff at Career Services is committed to facilitating the development of each intern through supervision, consultation, modeling, and mentoring.

**APPLICATION PROCESS**

1. Apply for financial aid and request work study funding on the FAFSA (Federal Application for Student Financial Aid) before the deadline of June 30 (however, March 1 deadline is preferred). You must indicate your interest in a work study award by checking the appropriate box on the FAFSA.
2. Submit the following to Career Services (180 Lighty or email as Word attachments to CareerServices@wsu.edu):
  - a. Cover letter detailing your interest in this position and highlighting any relevant experience
  - b. Resume that includes your WSU student ID number
  - c. Names and contact information of two references
3. Application review begins April 15 and will continue until position is filled. Contact Career Services at (509) 335-2546 if you have any questions.

## **DUTIES AND RESPONSIBILITIES**

### **Career Counseling and Advising, 13 hrs/week, 65%**

Counsel students about career development issues during individual appointments. Assist clients with a variety of issues, including academic major and career decision-making, internship and job search strategies, graduate school application assistance, resume/cover letter writing, and interview preparation/feedback. Interpret career assessment tools (i.e. *Strong Interest Inventory, MBTI, Self-Directed Search*) to aid clients in decision-making.

Provide quick (10-15 minutes) career assistance to students on a first-come, first-served basis during regularly scheduled drop in hours. Each GA will be responsible for providing drop in assistance 4 hrs/week.

Develop and facilitate student workshops about career development issues to classes and campus groups. Topics include writing an effective resume, choosing a major or career, internship and job search strategies, and improving interview skills. Each GA will lead about 25 outreaches/semester.

Lead or co-lead a weekly Job Search Strategy Group with 6-12 graduating seniors.

### **Program Coordination, 5 hrs/week, 25%**

Each GA will be responsible for one of the following projects: (1) teach UNIV 100, a career planning course; (2) coordinate the Job Shadow Program; or (3) coordinate the Non-Profit & Public Service Careers Program. In addition, position may assist with reviewing, planning, and developing materials for web site and resource room. Assist in evaluating and enhancing the delivery of services.

### **Professional Development, 2 hrs/week, 10%**

Stay current in professional activities as appropriate to professional role. Participate in weekly training/special topics meetings with other career counseling staff. Individual supervision will be provided in addition to weekly group training.

## **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of basic duties and responsibilities of the position.
- Advanced oral and written communication skills.
- Well developed interpersonal skills with a demonstrated ability to work collaboratively with a wide variety of students.
- Ability to exercise professional judgment and leadership, including the ability to work independently in multiple roles.
- Ability to work harmoniously and professionally with a diverse population and staff.
- Ability to prioritize and arrange job assignments.
- Basic computer skills, proficiency using software programs including word processing.
- Skill in carrying out clearly defined procedures.

## **ESSENTIAL WORK COMPETENCIES**

- Demonstrated ability to perform the essential functions of the job, with or without accommodation.

**MENTAL REQUIREMENTS**

- Ability to reason logically.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively interact with people in a positive manner.
- Ability to apply technical knowledge.
- Ability to apply information in stressful situations.
- Ability to comprehend complex problems and reach reasonable conclusions.
- Ability to use mental skills to recall, analyze, and organize information and make complex decisions.
- Work is performed primarily in an office or classroom setting.
- Intense emotional situations may exist which necessitate incumbent's ability to lend a calming influence and control.

**WORK CONDITIONS**

- Work is performed primarily in an office or classroom setting.
- Intense emotional situations may exist which necessitate incumbent's ability to lend a calming influence and control.
- Occasional evening and weekend work may be required.

**PHYSICAL REQUIREMENTS**

- Must be able to operate desktop computer equipment and other office technology.
- Ability to travel across campus and access various types of buildings.
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU students and staff; in person, via email, and over the telephone.
- Requires ability to carry workshop materials and supplies, assist in transporting material for events and activities.