

Job Title: Student Engagement Graduate Assistant, Career Services

Organization Name: Austin Peay State University Career Services

Linked Contact: Dr. Amanda Walker, Director

Wage/Hours: 20 Hours Per Week; GAA

Employment Start Date: August 26, 2019

Employment End Date: May 01, 2020

Job Description:

The Student Engagement Graduate Assistant (GA) will play an active role in the development of APSU Career Services' online community and drive student success and assessment for the University. They will engage students and graduates in sharing success stories from their work experiences, as well as how Career Services has helped them in their career goals. The Student Engagement GA will maintain APSU Career Services' presence on various social media platforms and help create and publish content that is relevant to our student and alumni base. He/she will regularly analyze and report on the activity for Jobs4Govs, social media networks, as well as the APSU Career Services' website.

The Student Engagement GA will learn how to reach communities and promote events or programs through the internet and gain experience in social media platforms and the tools used to assess and collect data on performance. The Student Engagement GA will learn and provide professional development training to students and alumni on best practices in the workplace. Additionally, the Student Engagement GA will also deliver information for other aspects of Career Services and assigned other tasks as needed by the office.

Potential Projects:

- First Destination Survey Data and Analysis
- Strategic Planning Reporting
- Training and Development for Student Employment to promote NACE Career Competencies
- Marketing (Social Media, Print Ads and Press Releases)
- Resume Development
- Career Development Programming and online programming to include YouTube videos for career-related events

Qualifications:

- Proficient with the Microsoft Word, Excel, and Power Point
- Basic knowledge of Adobe Programs (Publisher, Illustrator, etc.)
- Competency with social media including: Instagram, Facebook, Twitter, SnapChat, YouTube, etc.
- Attending an accredited college or university with a marketing, business or communications-themed line of study
- Sound PR and news judgment with experience in an educational setting
- Understanding of (or willingness to learn more about) management systems for posting web content
- Must be able to lift 25 pounds
- Must be willing to work live events both indoors and outdoors as needed

Learning Outcomes:

- Learn the mission and operations of this student affairs department (Office of Career Services)
- Understand the role of a regional, mid-size public university
- Develop or refine program-planning skills and participate in team-driven programmatic environment
- Experience a position with multiple job responsibilities and practice career professionalism on the job
- Translate student learning and student development theory into practice
- Develop successful communication strategy and implement strategy to reach growth goals for Career Services and the University Strategic Plan
- Develop a mentor relationship with professional staff members
- Work with students and professionals from a variety of backgrounds and experiences while enhancing global fluency
- Refine areas of interest and/or expertise for future professional employment while assessing your NACE Skills Competencies

Incentives:

- Professional Development Opportunities for Student Engagement GA- Depending on Funding
- Office Space and Computer Access
- Letter of Support/Recommendation from Director of Career Services
- Feedback on progress a on a weekly or biweekly basis and evaluation at completion of term

Additional Information:

The wealth of experience provided during this opportunity will assist graduate students with an array of skills that would prepare them for a career services position or marketing position with a college and/or university. The intern would also be invited to attend various campus meetings, as well as divisional staff meetings and/ or trainings (if applicable) to enhance networking opportunities.

Preference will be given to those who have graduate experience in one or more of the following areas: Career Services, Counseling, Orientation, Communications, Student Affairs or planning student program.

How to Apply: To be considered for this position, please email your Graduate Assistantship application, along with cover letter, resume/cv and references to Dr. Amanda L. Walker, Director of Career Services, at walkera@apsu.edu by August 15, 2019. If you have questions about this position, please call Career Services at 931-221-6544.

Job Location (City, State): Clarksville, TN
Position Type: Internship
Classification: Graduate Student