University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: May 31, 2019

Job Description (No Clerical duties permitted):

Experience Required: see page 2

Additional Information:

Dates of Appointment: From 9/1/19 To 1/11/20

Hours/Wk 20 Stipend $ 30.33

How to Apply: Cover letter and resume to:

Candice Serafino, serafino@umass.edu
Type of Appointment:
Central Career Services Graduate Assistant – Fall 2019

Job Description: Work under the supervision of the Director of Central Career Services, the graduate assistant provides workshops and resources to groups, assists with managing the Peer Advisor Program, advises students one-on-one, assists with marketing and employer events.

- Work on a range of projects and programs to meet the goals of Central Career Services:
  - Assist with the Peer Advisor Program, which provides walk-in service during weekday afternoons
  - Act as liaison for requests for programs: designs, coordinates and facilitates workshops for students, faculty and staff
  - Create and update workshop materials and present educational workshops
  - Create and update publication materials (print and web based) for various purposes and audiences (to educate students on career topics, recruit students, inform parents, staff and/or employers)
  - Meet one-to-one with undergraduates and graduate students
  - Assist with career fairs and employer events
  - Assist with marketing efforts, including upcoming events and opportunities
  - Participate in outreach events such as Admissions, NSO, Student Success, etc.
  - Analyze data from surveys, develop reports and suggestions based on best practices
  - Assist in development of assessment materials
- Conduct research and summarize information related to unit goals
- Other tasks may be added as well

Experience Required:
- Excellent organizational skills
- Excellent written and verbal communication skills
- Strong computer literacy (Drupal, Publisher, Word, Excel, Google Docs, Handshake, etc.)
- Accuracy with detailed information
- Ability to work well independently, as well as part of a culturally, diverse team
- Flexibility to include scheduling some evenings and some weekends as needed

Hours/Wk: 20 hours/week  Stipend: $ GEO Contract
(standard schedule across M-F. Some evenings and weekends required)

Contact Person: Candice Serafino  E-mail contact: serafino@umass.edu
Bldg Address: 511 Goodell Building  Phone: 545-2224

Categories – possible work tasks

Events – Planning and executing
- Majors & Career Fairs
- Global Pathways to Success (GPS) Student Panels (fall) Event (spring)
- Classroom and RSO Presentations
- Open House events
- Training and staff/development

Material Development – Paper/video/web
- For students
- For instructors/faculty
• For recruitment/employers
• Information dissemination (what various partners across do regarding similar initiatives)

Program development – Generate ideas and plan the activity/event etc.
• New career-related ideas
• Training – cross campus

Research
• High Impact Best/Practices (HIP)
• Various programs at other universities/colleges
• Track work being done on our campus