

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