

## **Graduate Assistant – Calling and Career Services**

Point University is a private institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Graduate Assistant – Calling and Career Services is responsible for supporting the operations of the Career Services department at Point University. The department services include individual career counseling, coordination of seminars, workshops, and programs assisting students and alumni in exploration and development of their future career plans. In addition, the position is responsible for the coordination of graduate/professional school fairs to assist our students and alumni in those endeavors. The GA will support communication efforts with all Point University faculty, employers, alumni, and professional schools as it relates to Career Services.

### **Responsibilities**

- Assist with New Student Orientation, Preview Days, Admissions Registration Days, and Graduation as needed
- Make presentations to parents, students, faculty and new student orientation about career services
- Provide workshops, seminars, and fairs to assist with preparation for the job search process and graduate/professional school admission including resume writing and interviews skills workshops, presentations by career professionals, and simulated interview opportunities
- Schedule Employers Information sessions and on-campus interviews for full-time, part-time, and/or summer jobs and internships.
- Publicize events, work collaboratively with communications staff to ensure all events are well communicated through appropriate channels.
- Organize Graduate and Professional School Fairs with other colleagues
- Work with faculty sponsors to present seminars related to specific majors
- Participate as a representative of Point University on local employer committees, colleges, and employer organizations

### **Qualifications**

- Bachelor's degree in related field

### **Required Skills**

- Strong coaching skills
- Superior communication, organizational, and interpersonal skills
- Able to manage multiple projects
- Experience in working with diverse populations

### **Preferred Qualifications**

- Prior experience in the field of career counseling strongly preferred