



## Position Description

- POSITION TITLE:** GRADUATE ASSISTANT FOR PEER CAREER ADVISOR PROGRAM (2023-2024)
- EMPLOYEE:** This is a 10-month commitment from August 1 through May 31, 20 hours a week.
- SUPERVISOR POSITION:** Mallory Newby, Career Coach
- APPLICATION INFO:** For full consideration, please submit a resume and cover letter addressing interests and qualifications to Mallory Newby, Career Coach, at *mallory.newby@louisville.edu*. Interviews will begin in early April.
- CLASSIFICATION/SALARY:** Graduate Assistant - total compensation is \$31,744 which consists of a 10-month stipend of \$1,500/\$15,000 total; tuition for fall and spring terms only for \$6,972 per term/\$13,944 total, and \$2,800 for health insurance.
- POSITION SUMMARY:** Recruit, train, and supervise 3-4 Peer Career Advisors (PCA); coordinate all programming and scheduling of the program. PCAs are trained to assist students on a drop-in basis with resume and cover letter development, career center technology, and other online resources. PCAs promote and administer the online Document Drop program, assist with career fairs, host promotional tables on campus, and engage in other activities designed to promote student engagement. PCAs assist in creating and writing educational materials. The GA reports to a UCC professional staff member.
- EDUCATION:** Must be enrolled at UofL in a Graduate program.
- SOFTWARE:**
- Microsoft: Basic to intermediate level in Word, Excel, and PowerPoint
  - Ability to learn programs such as Cardinal Careers, Big Interview, Focus 2, and CandidCareer in order to promote student usage.
- DUTIES:**
- Peer Career Advisor Coordination**
- Coordinate all aspects of a cohort of 3 or 4 Peer Career Advisors.
  - Provide initial and ongoing training to PCAs in collaboration with supervisor.
  - Coordinate weekly meetings with supervisor and PCAs.
  - Coordinate PCA work schedules and participation in resource fairs, tabling events, and other activities throughout the year.
- Career Assistance**
- Provide written resume and cover letter critiques to students (upon completion of training).
  - Promote student engagement in utilizing the Document Drop Program, tracking critiques in Excel and Cardinal Careers; distributing documents to other staff during peak periods.
  - Coordinate, promote, and conduct Drop-In assistance during established hours.
  - Create documents outlining usage of programs such as Cardinal Careers, Big Interview, Focus 2 and CandidCareer.
  - Update and edit existing guides (resume, cover letter, references, etc.)
- Miscellaneous**
- Attend UCC staff meetings.
  - Attend UCC committee meetings as necessary.
  - Assist with career fairs throughout the semester.

**WORK ENVIRONMENT**

The UCC is a designated student-facing office and staff are required to conduct their work in the office. This position is not eligible for remote work. This position will have a dedicated office space.

**QUALIFICATIONS**

- Strong writing and editing skills.
- Ability to summarize information in a concise and meaningful way for the reader.
- Exceptional leadership and/or managerial abilities necessary to lead a team of students.
- Ability to establish and maintain effective working relations with diverse constituencies.
- Strong organizational and communication skills.
- Extreme attention to detail and quality of product.
- Diligence to see project through from beginning to completion.
- Ability to understand the scope of a project while working on a singular aspect.
- Ability to make strategic decisions based on the goal of the project.
- Ability to ask questions, seek clarification when needed, and accept constructive criticism.