



JOB DESCRIPTION TITLE: Graduate Assistant-Career Coach
DEPARTMENT: Career Development
Responsible to: Director, Career Development
Organizational Classification: Staff
FLSA Classification: Non-exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- I) Summary of Responsibilities:** Provide support to the Director of the Career Development Center (CDC) to help students explore, follow and be equipped in their vocational calling and life pursuits. The CDC offers personal assessment and career coaching to help connect students to compatible majors, provides resources to equip students with career and occupational awareness, and presents opportunities for practical training such as internships and preparation for graduate school and the world of work.
- II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.) Training will be provided.
- A. Career Coach:**
1. Conduct intake interview with students and provide career coaching as appropriate.
 2. Utilize MyPlan career assessment in career coaching sessions.
 3. Promote informational interviews to help students clarify their career goals.
 4. Evaluate resumes and cover-letters.
 5. Help students understand the internship and job search process, including how use technology to assist them with their selection of a career and location of employment.
 6. Devise strategies to assist students in acquiring a set of employability, job search, and job creation skills.
 7. Maintain files on career coaching appointments that were conducted.
 8. Follow up with students after an appointment via email, text, phone, or written note.
 9. Assist with planning, implementing, promoting and administering Career Development programs and events.
 10. Evaluate current resources in the office and on the Career Development website; identify and acquire additional information to reach a diverse population.
 11. Perform all other duties as assigned by the Director of Career Development and/or VP of Student Development.
 12. Assist CDC with administrative tasks including office coverage, answering phones, database upkeep, office communication, distributing marketing material, assisting students, and other duties as needed.
- III) Secondary Responsibilities:** (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee).
- A. Career Development Responsibilities:**
1. Participate in Career Development orientation (August) and applicable trainings.
 2. Meet regularly with director to discuss progress and current projects, etc.
 3. Attend team meetings within the office.
 4. When applicable, communicate with other Grad Assistant, especially regarding projects where overlap of responsibility occurs.



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B. Student Development Responsibilities:

As part of Student Development, you will be expected to participate in:

1. Student Development orientation and training (August) and monthly Student Development meetings
2. Student Development committee involvement, as applicable
3. Personal and professional development opportunities
4. All other duties as assigned by the Vice President of Student Development

IV) Performance Development Areas:

- A. Achieves Results** – Achieves needed results; takes initiative and responsibility; seeks solutions to operational problems; listens and communicates adequately and effectively; keeps others informed; uses resources effectively (time, materials, finances); completes job responsibilities in a safe manner.
- B. Personal Organization** – Plans and organizes work; demonstrates dependability and good attendance; adapts to changes in the work environment; makes decisions and demonstrates good judgment; handles multiple tasks simultaneously.
- C. Knowledge/Learning** – Demonstrates and develops job knowledge and skills; possess and improves knowledge of all tools, equipment and resources; demonstrates creativity/innovation in work; increases understanding of how his/her work relates within the department and organization.
- D. Interpersonal Skills** – Shows respect and kindness towards others; actively builds trust; acts with integrity and fairness; maintains appropriate levels of confidentiality; routinely expresses positive feedback and gratitude; seeks to understand others' perspectives.
- E. Student & Organizational Success** – Makes students' needs a priority; treats students, families, faculty, employees, and vendors, etc. with respect and support; respects and supports diversity differences; clearly displays a mission-mindedness; shows support and respect for policies and procedures, management and the institution.
- F. Teamwork/Conflict Resolution** – Works in collaboration with others; supports the work and goals of others; exhibits objectivity and openness to others' views; gives credit to others when appropriate; accepts criticism and feedback; takes initiative and uses productive means for resolving interpersonal conflicts without unreasonable delays; shows loyalty to those not present by avoiding backbiting and gossip.

V) Job Requirements - Administrative:

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, modems, and telephones.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.



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VI) Qualifications:

A. Minimum:

1. Education/Certification: Bachelor's Degree, accepted and enrolled in Master of Arts in Higher Education or Master of Arts in Counseling
2. Experience: Helping, counseling, or advising students; planning and implementing programs
3. Skill/Abilities: Have a knowledge of careers and grasp calling and vocation matters
4. Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.
5. Applicants must be self-motivated and able to work both independently and in a team setting, available to be at Career Development programs and events, possess a strong desire to be involved in the professional development, career development and co-curricular life of the students (often through one-on-one interactions)

B. Preferred:

1. Have ability to promote ideas, programs and involvement opportunities
2. Be service minded, customer service oriented, with ability to serve a diverse student population
3. Be student development minded and professional/business oriented
4. Have strong time management and computer application skills to work in a fast paced office

Position Details:

- This position begins in early August and finishes in early May.
- Must be able to work twenty hours per week Monday – Friday during normal business hours (8:00 – 4:30) unless a suitable arrangement can be between the director and graduate assistant.

Application Process: Interested applicants should send their 1) cover letter, 2) resume, 3) statement of faith and 4) contact information for three references to Bonnie Sprague at bespragu@geneva.edu or to the address indicated below:

ATTN: Bonnie Sprague
Career Development
3200 College Avenue
Beaver Falls, PA 15010