Career and Leadership Development Center

Position: Graduate Assistant for Career and Leadership Outreach

Remuneration: $9,000 (plus tuition waiver)

Contact Person: Jodi Pavol, Assistant Director for Outreach, Career & Leadership Development Center

Position Description:

- Collaborate with other GA for Career and Leadership Outreach to co-supervise, train and evaluate the CLDC Student Ambassador Team, including scheduling of student employees for workshop facilitation, marketing, programming and supplemental trainings.
- Personally supervise and meet weekly in half-hour supervisions with up to six Student Ambassadors
  - The CLDC Student Ambassador team is an initiative to expand the number of students professionally trained to facilitate CLDC workshops. The team is currently made up of up to twelve Student Ambassadors. Details about these programs are available on our website:
    www.ohio.edu/careerandleadership
- Partner with other GA for Career and Leadership Outreach to schedule all workshops and to communicate professionally with workshop requestors
- Facilitate 10 minute “Drop-In” Career Coaching appointments with students and alumni
- Consult with faculty, staff and student groups to identify workshop and outreach needs
- Co-design and co-assess learning outcomes associated with all CLDC workshops, events and services
- Maintain the CLDC workshop curriculum and updates throughout the academic year, including marketing and facilitation guides
- Co-create ongoing professional development trainings for the CLDC Student Ambassador Team
- Present CLDC workshops and presentations requested by the OHIO campus community when necessary (e.g. UC 1000 presentations, CLDC 15 minute overviews, etc.)
- Attend CLDC weekly staff meetings and participate in all strategic planning and professional development sessions
- Assist with all major events hosted by the CLDC, including two Career & Internship Fairs
- Requires 20 hours per week while school is in session; other hours by mutual agreement. Student must be available to participate in staff orientation and training during the week prior to the opening of fall semester. Some evenings and weekends required
- Fulfill other duties as assigned

For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.

Questions directly regarding this specific position should be directed to: Jodi Pavol, Assistant Director for Outreach, Career and Leadership Development Center 740-593-2909 or pavol@ohio.edu

A customized cover letter and resume are strongly encouraged for any graduate assistantship role in the Career & Leadership Development Center to reflect specific interest in the desired role.