

## Career & Leadership Development Center

Ohio University's Career & Leadership Development Center (CLDC) offers services and resources that empower students and alumni to take action in their careers, develop essential leadership skills for the global workforce, and fulfill their promise.

**Position** Graduate Assistant for Career and Leadership Outreach

**Remuneration** Minimum \$13,500.00 (plus tuition waiver)

**Contact person:** Erin Morgenstern, Assistant Director for Leadership, Career & Leadership Development Center

### Position Description:

- Co-supervise, train and evaluate the CLDC Student Ambassador Team, including scheduling of student employees for workshop facilitation, marketing programming and development of trainings
  - The CLDC Student Ambassador team is an initiative to expand the number of students professionally trained to facilitate +300 leadership and career development workshops each semester. The team is currently made up of twelve Student Ambassadors. Details about these programs are available on our website: <https://www.ohio.edu/careerandleadership/leadership.cfm>
- Facilitate 10 minute "drop-in" career coaching appointments with students and alumni
- Collaborate with other GA for Career and Leadership Outreach to schedule all workshops and to communicate professionally with workshop requestors
- Consult with faculty, staff and student groups to identify workshop and outreach needs
- Co-create fall, spring and mid-year 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.)
- Support outreach on behalf of CLDC to diverse student populations
- Actively participate in on-going professional development, weekly staff meetings, and CLDC strategic initiatives
- Assist with all major events hosted by the CLDC including two Career & Internship Fairs
- Graduate Assistants are expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately 20 hours per week. Some evenings and weekends required.
- Fulfill other duties as assigned

**There are no anticipated openings for the 2019-2020 academic year**

To apply, please submit a resume, cover letter, and a list of three professional references. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at [es933317@ohio.edu](mailto:es933317@ohio.edu) or (740) 593-1800.

**Questions regarding the above position should be directed to:** Erin Morgenstern, Assistant Director for Leadership at 740-593-2909 or [perduee@ohio.edu](mailto:perduee@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.*

