

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 Engagement and Student Events
Remuneration	Minimum \$13,500.00 (plus tuition waiver)
Contact Person	Aaron Sturgill, Associate Director for Employer Relations for the CLDC

Position Description

Engage with students and alumni as a career and leadership educator

- Facilitate 10-minute, "drop-in" career coaching appointments with students and alumni
- Personally supervise and meet weekly in one-hour supervisions with Special Events Intern
- Occasionally lead CLDC workshops and presentations for the campus community

Plan and execute university-wide events connecting students with employers

- Lead planning and execution of all major events hosted by the CLDC, including four career fairs
- Design and implement assessment tools associated with special events

Contribute to an action-oriented team of higher education professionals

- Support outreach on behalf of CLDC to diverse student populations
- Actively participate in on-going professional development, weekly staff meetings, and CLDC strategic initiatives
- Required: Graduate assistants are expected to work a total of 300 hours over the course of each 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.
- Fulfill other duties as assigned

Maintain divisional expectation of ongoing inclusion and social justice.

This position is currently filled for the 2019-2020 academic year

To apply, you will need your resume, cover letter, and a list of professional references, and your autobiographical sketch/personal statement. 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 or (740) 593-1800.

Questions regarding the above position should be directed to: Aaron Sturgill, Associate Director for Employer Relations, Career & Leadership Development Center at 740-593-1783 or email sturgia1@ohio.edu.

