

Russ College of Engineering and Technology

Position:	Graduate Assistant for Professional Experiences
Remuneration:	\$11,000 (plus tuition waiver provided by home college)
Contact Person:	Dean Pidcock, Director of Professional Experiences

Position Description:

The Graduate Assistant for Professional Experiences will work under the supervision of the Director of Professional Experiences for the Russ College of Engineering and Technology. The graduate assistant will assist in the overall career development of Russ College students, with an emphasis on educating students on the benefits of internships and cooperative education (co-op). No prior knowledge of engineering or technology is necessary, but the graduate assistant will develop a specialization in the career development needs of engineering and technology students in this position.

- Provide career-related workshops and outreach to Russ College students and organization on topics such as resume writing, interviewing, job strategies, etc.
- Critique resumes, cover letters and other job application materials for students.
- Grad assignments for ET 1500: Career Orientation, a seven week, ½ credit career development course which is required for all Russ College students.
- Instruct ET 1500 in the absence of the Director of Professional Experiences.
- Develop relationships with employer partners
- Assist with major events sponsored by the Office of Professional Experiences, including Russ College Career Fairs.
- Assist with data collection from upcoming/recent graduates regarding future employment or grad school plans.
- Requires 20 hours per week during the fall and spring semesters
- Fulfill other duties as assigned.

This position is currently filled for the 2019-20 school year

To apply, you will need your resume, cover letter, 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: Dean Pidcock, Director of Professional Experiences pidcoc11@ohio.edu (740) 593-0894

