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 Student and Employer Opportunities

Remuneration: Minimum $11,000.00 (plus tuition waiver)

Contact Person: Aaron Sturgill, Associate Director for Employer Relations

Engage with students and alumni as a career and leadership educator

- Facilitate 10-minute, “drop-in” career coaching appointments with students and alumni
- Occasionally lead CLDC workshops and presentations for campus community

Collaborate with CLDC employer relations team to develop employment and co-curricular opportunities for students

- Support planning and execution of employer programming (e.g., panel discussions, networking events, case studies)
- Oversee development and maintenance of resources for students seeking employment (e.g., Career Closet)
- Assist with development of recruiting materials and resources for employers (e.g., Visitor’s Guide)
- Coordinate outreach to potential recruiting partners through research, lead sourcing, and collaboration with employer relations team and Associate Director for Employer Relations
- Design and implement assessment tools associated with all employer relations activities
- Assist the Associate Director for Employer Relations and the employer relations team as needed

Collaborate with CLDC marketing and outreach team to facilitate engagement of students

- Oversee Twitter and LinkedIn campaigns and manage implementation of social media outreach
- Direct the research, content creation, and submissions for CLDC Wordpress (ohiocldc.wordpress.com)
- Design and implement assessment tools associated with social media

Contribute to an action-oriented team of higher education professionals

- Assist with all major events hosted by the CLDC
- 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

This position has been filled for the 2017-2018 academic year.

To apply you will need your resume, cover letter, and a list of three professional references. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.