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 Special Projects

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

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

Position Description:

- Facilitate the development and implementation of the Pepsi Scholars program, a selective leadership program made up of 12 highly engaged first-year students
  - Manage the application and selection process for the scholarship program including the development of marketing and outreach materials, application materials, recruitment strategy, and information sessions
  - Facilitate opportunities for Pepsi Scholars to engage in Leadership and Career growth through the coordination of team development retreats, leadership workshops, community service projects, networking events, and attending a national leadership conference
  - Co-manage a $15,000 programming budget
- Facilitate 10 minute “drop-in” coaching appointments in the CLDC with students and alumni
- Collaborate with Assistant Director for Outreach to support regional campus outreach
  - Communicate regularly with regional campus liaisons
  - Collaborate with the Ohio University Alumni Association to coordinate Professional Development Days on regional campuses
  - Facilitate trainings and workshops for regional campus staff and students
- Conduct mock interviews as needed for students and alumni
- Support the planning and execution of CLDC outreach events including Leaderade, Open House, and the end of year banquet
- Support outreach on behalf of the CLDC to diverse student populations
- Assist with all major events hosted by the CLDC including two Career & Internship Fairs
- Actively participate in on-going professional development, weekly staff meetings, and CLDC strategic initiatives
- 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

How to apply: Please complete the online application at: http://www.ohiouniversityjobs.com/postings/21280

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 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.

Questions regarding the above position should be directed to: Jodi Pavol, Assistant Director for Outreach at 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.