

## **Graduate Assistant Job Description**

The UA Little Rock Career Center is seeking a graduate assistant.

The UA Little Rock Career Center is a comprehensive career office which assists UA Little Rock students and alumni in making informed career decisions and developing life-long job search and professional skills. The Office also assists employers in connecting to UA Little Rock students and alumni through recruiting and educational opportunities.

### **Job Responsibilities**

- Advise and counsel undergraduate students, graduate students and alumni in career development and job search needs.
- Give effective presentations on career related topics (such as Cover Letter and Resume, Interview Skills and Professionalism in Social Media).
- Effectively proof and edit cover letters and resumes.
- Attend and participate in career services events.
- Attend staff meetings and meetings with direct supervisor.
- Other duties as assigned.

### **The applicant must possess the following skills and abilities:**

- Demonstrate excellent oral and written English language skills.
- Demonstrate excellent interpersonal communication skills.
- Be able to constructively critique and advise students and alumni on career related topics.
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations.
- Must have the ability to work collaboratively and cooperatively on a team, as well as the ability to work independently.
- Must be comfortable speaking in front of large and small groups.
- Maintain a high level of professionalism.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Strong proof writing and editing skills.
- Excellent navigational skills pertaining to the internet.
- Good problem solver.