



JOB DESCRIPTION

Title: Graduate Assistant, Career Education

Family: Student Services

Function: Career Services

Report: Assistant Director, Coaching & Outreach

Revised: June 2023

GENERAL DESCRIPTION

To implement career related initiatives for University of Miami students and alumni which support the mission of the Toppel Career Center. Oversee and manage Toppel Drop-in Coaching Program

PRIMARY DUTIES AND RESPONSIBILITIES

Career Coaching and Workshops

- Operate and manage weekly drop-in coaching services for students and alumni
- Assist students/alumni with resume, cover letter, and personal statement development
- Shadow staff during career coaching appointments and provide career coaching assistance to students and alumni during drop-in coaching appointments
- Assist students and alumni utilizing various career assessments
- Educate students and alumni regarding resources available through HireACane.com, relevant social media platforms, and technology
- Coach and critique students/alumni by teaching proper interviewing skills and conducting recorded practice interview sessions
- Make appropriate student referrals to the Counseling Center and Academic Advisors
- Present workshops on various career related topics

Supervision

- Recruit, train, supervise, and evaluate 10-15 student Career Coaches from a variety of Schools/Colleges;
- Manage and facilitate Drop-in Coaching professional development during academic year, including 1-1 meetings throughout the year
- Manage ongoing training of Career Coaches in these areas: critiquing professional documents and mock interviews, career exploration and planning, conducting presentations, and increasing the Center's marketing and outreach efforts on campus
- Develop and maintain the yearly Career Coach training program with updated content
- Complete program assessment and external benchmarking projects as assigned
- Maintain weekly schedule for the student career coaches

Professional Development

- Attend Toppel Career Center and Career Education staff meetings
- Support Career Education Team on various projects and tasks, including managing the online resume submissions on Handshake and making sure they are critiqued in a timely manner
- Provide support for Career Fairs and Events
- Establish individual professional development projects with supervisor

GENERAL RESPONSIBILITIES

- Staff events during some evening and weekend hours
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES (KSA)

- Excellent written and verbal communication
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Skills in assessing, organizing, and prioritizing multiple tasks
- Ability to present to small and large audiences on career-related topics
- Skills in training and mentoring

EDUCATION REQUIREMENTS

Must be enrolled in a graduate program at the University of Miami for the 2023-24 academic year.

ADDITIONAL REQUIREMENTS

- This position requires 25 hours per week, including occasional evening and weekend hours.
- Must be available for staff retreat on August 11, 2023
- Must be available for Career Coach training week of August 14-20, 2023

COMPENSATION

- Graduate Assistant will be paid a total stipend of \$24,750 that is paid in monthly increments.