



## **Position Announcement**

### **Graduate Assistant of Career Counseling for the Graduate Center**

The Graduate Center is looking for a Graduate Assistant of Career Counseling. The Graduate Assistant of Career Counseling will work closely with the Ph.D. Career Counselor to support graduate students and postdoctoral scholars who are interested in jobs with government, non-profit, business, industry, and private sectors.

Now more than ever, the need for career support is paramount. The Graduate Center at the University of Arizona supports 8,000+ graduate students from 130+ individual colleges, departments, and programs. The selected individual will be critical to the continued development of career-related materials and programming, while increasing access to career support through the Graduate Center.

This is a part-time summer position (up to 20 hours a week), paying \$21.40 an hour. The ideal candidate will start as soon as possible. The position will end on August 14, 2020, with the potential to continue through the fall semester. The selected candidate will work remotely until business resumes on the University of Arizona campus. When work resumes on campus, the GA will be housed in the Graduate Center where all necessary precautions will be taken.

The Graduate Assistant of Career Counseling will:

- Provide one-on-one career counseling support to graduate students and postdoctoral scholars, including one-on-one appointments (via Zoom and phone for now) and document and professional profile reviews.
- Create career development content, resources, and tools in collaboration with the Ph.D. Career Counselor for in-person and online delivery.
- Facilitate career development workshops and presentations on an as-needed basis for campus partners.
- Engage in professional development opportunities to further one's own knowledge of and best practices associated with the job and internship search process for graduate-level talent.
- Manage time effectively and utilize online resources and technologies (D2L, Zoom, Outlook, Microsoft Suite, etc.) to perform duties.
- Perform other administrative duties as assigned.

### **About the Graduate Center**

The University of Arizona Graduate Center is a resource for graduate students and postdoctoral scholars.

Our programs and partnerships across campus are designed to help you develop inclusive leadership skills and collaborative opportunities. We support your academic units by providing professional development that increases your success both within and beyond the Academy. Through fostering interdisciplinary engagement with diverse communities, the Graduate Center supports you as you prepare to address society's grand challenges and shape a changing world.

In addition, we are the home of the University Fellows Program, a prestigious fellowship and interdisciplinary professional development initiative for the UA's top incoming doctoral students.

### **Eligibility Requirements**

Candidates who meet the following requirements are encouraged to apply:

- Masters required; current Ph.D. student preferred (all majors welcome to apply)
- Experience advising and/or counseling college students required; experience advising and/or counseling graduate students on career related topics preferred
- Experience creating content for diverse audience across various mediums
- Experience facilitating learning for others in-person and online
- Experience identifying inefficiencies and creating innovative solutions to address needs
- Desire to help and support graduate students and postdoctoral scholars at the University of Arizona

### **How to Apply**

If you have questions, please email Dr. Joel Muraco, Ph.D. Career Counselor at [muraco@email.arizona.edu](mailto:muraco@email.arizona.edu).

To apply, please submit a cover letter and resume to Dr. Joel Muraco, Ph.D. Career Counselor at [muraco@email.arizona.edu](mailto:muraco@email.arizona.edu) by 11:59pm on May 31, 2020.

### **Diversity Statement**

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.