Liberal Arts and Sciences Career Services Graduate Assistant
Position Responsibilities 2016-2017

20 hours per week, 9 month, paid position. Graduate Assistants may qualify for in-state tuition and fees. See Graduation Student Handbook for more information. Must be a graduate student in College of Liberal Arts and Sciences or College of Human Sciences during 2016-2017 academic year. Training is provided and necessary for successful execution of the following:

- **Co-chair Business, Industry, and Technology Career Fair and People to People Career Fairs (each takes place twice a year in September and February) (60% of position)**
  - Provide overall direction and supervision of undergraduate student committee
  - Lead and participate in general planning, group discussions and promotion
  - Co-lead committee meetings and ensure tasks are completed in a timely manner
  - Approve plans, expenses, and official communications, including advertising
  - Apprise Career Fair Advisors of activities
  - Interview and select committee members for following career fair
  - Represent College of Liberal Arts and Sciences in a positive manner

- **Outreach to LAS student organizations (15% of position)**
  - Contact organizations’ student leadership to discuss career services resources

- **Gather and input graduation outcomes data from recent alumni (15% of position)**

- **Other duties as assigned (10% of position). May include:**
  - Assist with presentations to student groups/organizations
  - Conduct student appointments when needed

Applicants should demonstrate that they are motivated, adaptable, collaborative, possess excellent time management skills, and have a strong desire to help students.

Candidates with a background in the liberal arts, sciences, or career services are highly encouraged to apply. Experience with design software is helpful, but not necessary.

To apply, please submit a resume, cover letter, and list of three references to Taren Crow, taren@iastate.edu.