



Position Description **CAREER SERVICES GRADUATE ASSISTANT**

Career Services URL: www.sa.psu.edu/career

Contact: Holly Temple (hat114@sa.psu.edu) (814-865-5131)

Title: Graduate Assistant, Career Services Diversity Program Coordinator

Purpose:

To initiate and coordinate outreach to under-represented student organizations educating on the importance of gaining career-related experience during college and connecting them to the services and resources available within their colleges, at Career Services and across the University. In addition, the Diversity Program Coordinator will assist the Associate Director for Programming with other events designed to promote the career development of students from underrepresented groups at the University Park Campus.

Principle Responsibilities:

1. Meet with and provide guidance to students from underrepresented groups who identify as interested in experiential education opportunities; assist them with the internship application process and answer questions related to the internship search.
2. Promote student participation through outreach efforts and correspondence with student groups.
3. Liaison with the designated multicultural representatives from the eleven colleges and DUS, AAP, and MRC in an effort to increase student awareness of experiential learning resources and opportunities.
4. In collaboration with the Career Services liaison, connect with the internship offices within the academic colleges to insure that accurate information is provided to students interested in acquiring an internship or co-op position
5. Maintain positive communications with campus support and advocacy offices.
6. Assist the Associate Director for Programming with special events such as *diversity*CHAT.PSU (connected to Fall and Spring Career Days) and the Multicultural Networking Reception (connected with Education Career Day).
7. Attend staff meetings and assist with other office functions.
8. Support Career Services through participation in programs, recruiter duty, drop-in counseling, and start-up programs.
9. Other duties as assigned.

Principle Learning Outcomes:

- Demonstration of interest in and ability to learn about individuals different than oneself
- Understanding of the characteristics of effective educational interventions
- Ability to apply theory to develop effective educational programs
- Experience-based evidence of management skills
- Experience-based evidence of program implementation
- Demonstration of self-management

General qualifications:

Be a graduate student in good standing. Have an interest in and ability to learn all aspects of the career services profession, in particular, experiential education; be at ease with and proficient in the administrative aspects and delivery of career-related services and programs; have the ability to work closely with employers, faculty, and staff as well as students; and possess strong oral and written communication skills. Finally, the candidate must be committed to providing career services to diverse minority student populations.

To Apply:

Please submit a letter indicating your interest to Holly Temple, Interim Associate Director for Programming, 105 Bank of America Career Services Center, Career Services, The Pennsylvania State University, University Park PA 16802.