



CAREER SERVICES PROGRAM COORDINATOR Graduate Assistantship Position Description

URL for more information:

www.sa.psu.edu/career

Contact person for more information:

Chris MacGill

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Purpose:

To support the Associate Director for Programming by serving as the lead coordinator for Law School Day, Grad School Day, and Industry Spotlight Series, assisting in the coordination of the other annual career fairs and offering general assistance in the delivery of career-related programs and outreach efforts.

Principle Duties and Responsibilities:

1. Plan, coordinate, and implement the annual Grad Days – which includes Law School Day, Med School Day and Grad School Day. Specific tasks include:
 - Promote events to secure student participation, including website updates.
 - Work with event registrar with regard to online registration progress and prepare confirmation emails.
 - Work with other appropriate departments and units to assist with the planning and promotion.
 - Provide staff orientations.
 - Conduct evaluation of participants' reactions and prepare final reports for each event.
2. Serve as co-liaison to the Graduate School with emphasis on promoting programs to graduate students.
3. Assist with the planning and implementation of the programs designed to prepare students for the Fall Career Days event. This includes the RecruiterCHAT online programs; on-campus programs with employer presenters; and Resumania; and *diversity*CHAT reception held prior to Fall Career Days.
4. Coordinate the Industry Spotlight Series to run spring semester:
 - Secure panelists and set schedule by November 1
 - Prepare marketing emails for liaisons to send to faculty and promotional materials
 - Coordinated with interested faculty sending classes to the programs to confirm student attendance
5. Assist with securing sponsors for the “A Day in the Life” program for undecided students.
6. Support Career Services through workshops, recruiter duty, drop-in counseling, start-up programs.
7. Attend general staff meetings and other office functions.
8. Perform other duties as assigned.

Principle Learning Outcomes:

- Experience-based evidence of program planning
- Experience-based evidence of program implementation
- Understanding of the characteristics of effective educational interventions
- Understanding of selected counseling theories and practices
- Knowledge of and ability to employ good practices that focus on the effectiveness of programs and services
- Demonstration of self-management

General Qualifications:

Be a graduate student in good standing. Have an interest in and ability to learn the administrative aspects of the career services profession. Be at ease with and proficient in the delivery of career-related programs. Have the ability to work closely with employers, staff, students, and community. Possess strong oral and written communication skills, as well as computer skills. Knowledge and experience with MS Publisher is desired.

To Apply:

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