

LEWIS & CLARK
CAREER DEVELOPMENT CENTER
GRADUATE ASSISTANT
P o s i t i o n D e s c r i p t i o n

Position Purpose

Provide support in enhancing employer relations efforts with local and regional organizations and delivering career skill development programs and workshops for undergraduate students. Help develop and implement an externship program providing opportunities for students to learn about career paths.

Principle Duties

- Help develop and implement protocol and procedures to strengthen employer relations outreach efforts
- Provide administrative support in developing contacts with local, regional and national employers and alumni
- Create and pilot an externship program connecting 1st and 2nd year students with alumni and employer partners for short-term exposure to career paths.
- Create materials and resources for externship program to be used on website and in promotional materials.
- Develop strong knowledge and understanding of an effective job search process, current employers needs and interests, and relevancy of the liberal arts education in the workplace
- Prepare students for job and internship search through career skill development programs and workshops.
- Serve as staff resource for externship opportunities.
- Contribute to overall CDC programming and services.
- Evaluate and assess externship program.
- Conduct other duties as assigned.

Qualifications/Experience

- Bachelor's degree.
- Enrollment in M.A. in Student Affairs at the Lewis & Clark Graduate School of Education and Counseling.
- 1- 2+ years professional work experience, preferably in human resources, career services, or training and development
- Program management experience with ability to create systems and structures.
- Knowledge of career and internship search process including resume and cover letter writing, interviewing and networking.
- Exceptional communication, presentation and organizational skills. Must be able to convey ideas and information effectively in both written and oral communication.
- Demonstrated commitment to student development.
- Ability to develop and maintain professional and collaborative relationships with employers, alumni, students, staff and faculty.
- Ability to think critically, problem solve, and make sound decisions.
- Ability to effectively plan and organize work with strong attention to details.
- Experience using social media, Excel, Word and PowerPoint.
- Appreciation of the value of a liberal arts education.

Compensation

- Tuition waiver for up to 20 credit hours at the Graduate School of Education & Counseling (starting fall term)
- Furnished residence hall room with meal plan on campus (optional)
- Student Health Insurance

Questions regarding this position may be directed towards Minda Heyman at 503-768-7113 or mheyman@lclark.edu or Anna Gonzalez at 503-768-7110 or dos@lclark.edu.

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