



St. Louis College of Pharmacy | Career Center

Title of Position:	Career Planning Graduate Assistant
Contact:	Alechia Abioye Director of Diversity and Inclusion alechia.abioye@stlcp.edu
Number of Positions available:	1
Contract Length:	10 Months
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	Minimum \$600/month
Additional Benefits:	On-Campus Housing On-Campus Parking

Position Description:

- Conduct 1:1 sessions with students that may include, but are not limited to: resume and cover letter writing/critiques, mock/practice interviews, job & internship search strategies
- Help administer assessments
- Conduct research for student resources containing relevant career, job and internship information
- Promote and be able to instruct students on how to use online career resources
- Conduct career-related presentations for select classrooms and organizations
- Assist in coordination and execution of special events and programs
- Represent office at university sponsored and campus-wide events
- Attend and contribute to staff meetings, 1:1 supervision appointments, and training sessions
- Manage student travel fund and requirements
- Perform general office duties as needed.

Required Qualifications:

1. Consideration is given to students in all graduate programs, preference given to students in Higher Education Administration/Leadership, Career or Mental Health Counseling, School Counseling, or a closely related field
2. Excellent interpersonal, written and oral communication skills
3. High attention to detail with document creation/editing
4. Ability to manage multiple projects and timelines
5. Ability to speak publicly and conduct group presentations
6. Ability to work independently and within a team
7. Demonstrated commitment to working with multi-cultural populations
8. Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, Publisher)
9. Knowledge of internet/online research applications and general communication technology
10. Knowledge/Experience with Career Service Management software preferred
11. Knowledge/Experience with CliftonStrengths Finder, MBTI, Strong Inventory, and/or True Colors preferred
12. Self-starter, high sense of initiative, and goal-oriented
13. Requires 20 hours per week while school is in session including some evenings and weekends; other hours by mutual agreement