

# Graduate Assistantship Available— Apply Now!

(Summer—Fall 2011 & Spring 2012\*)

\*Must be available to train late Spring 2011

## GRADUATE ASSISTANT (CAREER ADVISOR)

### TUITION FEE WAIVER & STIPEND AVAILABLE

#### Assist with providing the following services:

- Same-Day Advising M, T, W 1:00—3:00 pm
- Resume/cover letter critiques
- Mock interviews
- Present workshops on various career topics
- Assist with all Career Development events
- Conduct classroom presentation to various student organizations
- Facilitate campus outreach at orientation, open houses, and special events
- Administrative and other duties as assigned

#### Qualifications:

- Currently enrolled FAU graduate student (required)
- Must be available to work M—W from 1:00—3:00 pm (required)
- Available to work 20 hrs/wk (required)
- Commitment of three consecutive semesters—summer—fall 2011 & spring 2012 (required)
- Available for training mid-late March 2011 (required)
- Experience working with students (preferred)
- Strong communication skills (presentation experience preferred)

#### For more information contact:

Brian M. Montalvo, Sr. Assistant Director  
Career Development Center, A Division of Student Affairs  
SU220, Boca Raton Campus  
561-297-3533

#### Please send resume & cover letter to:

bmontal1@fau.edu

#### All applicants must also apply online:

<https://jobs.fau.edu>

- To search positions, click the “Search Positioning” link
- To apply, click “Create Application” link



CAREER DEVELOPMENT CENTER

Division of Student Affairs  
Florida Atlantic University