Division of Student Affairs
Graduate Assistant Job Description

FAU Career Center
Career Consultant for Career Education Team

Department: FAU Career Center

Supervisor Name: Brian Montalvo, Director, Career Advising, Counseling & Education

Assistantship Information: There are 7 openings

Title of Assistantship: Career Consultant

Career Consultants are primarily responsible for serving as the first career development touch point to for FAU students. They help draft individualized career action plans, review and revise resumes for internship and job opportunities, develop LinkedIn profiles for virtual portfolios, guide students through the Owl CareerLink system, and engage students to learn about job options for their major. In addition they present career education workshops. This position requires an individual who is energetic, creative, personable and leadership-oriented.

The primary learning objectives for this position:
• Gain an understanding of the student affairs profession
• Gain first-hand experience in career consulting students while facilitating student learning
• Learn program management, program planning and program assessment skills
• Develop career advising skills
• Develop an understanding of the FAU Career Center and its programs and become familiar with University policy and procedures

The primary activities for this position:
• Assist with Same-Day Career Advising
• Present workshops on various Career Development topics
• Conduct classroom presentations to various student organizations and courses
• Provide assistance for all major career events, including Career & Technical Fairs
• Assist with the maintenance of the “What Can I Do With This Major?” database
Qualifications for the position:
- Acceptance into a Florida Atlantic University Master's Program.
- Experience working with students preferred.
- Ability to work well independently and as part of a team.
- Effective written and verbal communication skills
- Proficiency with Microsoft Office

Additional Information:
- The graduate assistantship is a 20 hour per week position—some weekends and evenings will be required. This position will receive compensation of $11 per hour.
- The graduate assistantship is a one year position (fall and spring and summer semester). Graduate Assistants are eligible to reapply to this position.
- The graduate assistant must be employed for the duration of the semester.
- An 80% tuition waiver is provided with this assistantship