Division of Student Affairs  
Graduate Assistant Job Description  

Career Development Center  
AcCESS Career Advisor for Career Education Team

Department: Career Development Center (CDC)

Supervisor Name: Brian Montalvo, Associate Director

Assistantship Information: 1 position; There are no current openings; this position is currently filled by Chelsea Kaplan

Title of Assistantship: AcCESS Career Advisor

AcCESS Career Advisors are primarily responsible for providing career advising to FAU AcCESS students. In addition they present career education workshops as well as outreach at orientations and to student clubs. 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 advising at-risks students while facilitating student learning
• Learn program management, program planning and program assessment skills
• Develop career advising skills
• Develop an understanding of the Career Development Center and its programs and become familiar with University policy and procedures

The primary activities for this position:
• Assist with Same-Day Career Advising, M - R, 1 – 4 p.m.
• Assist with and present at the AcCESS Kick Off event.
• Present workshops on various Career Development topics.
• Conduct classroom presentations to various student organizations.
• Facilitate campus outreach at orientations, open houses, and special events.
• Assist at major Career Events.
• Serve on the planning committee for the Carnival of Majors fair.
• Provide assistance for all major career events, including Career & Technical Fair.
• 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.
• Must be available to work M - R Noon – 4 p.m. and on Fridays 9 a.m. - 1 p.m.
• 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 $10 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.