Career Advisors are primarily responsible for providing career advising to FAU students. In addition, they present career education workshops as well as facilitate campus outreach at orientations, open houses, and special events. 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 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.
- Present workshops on various Career Development topics.
- Conduct classroom presentations to various student organizations.
- Facilitate campus outreach at orientations, open houses, and special 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 $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.