The Employer Relations Graduate Assistant will be primarily responsible for supporting all the efforts of the Employer Relations team at the CDC. 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 coordinating, planning and promoting employer relations functions and major career development events.
- Learn program management, program planning and program assessment skills.
- Develop employer outreach 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:**
- Support in the coordination, planning, and promotion of employer relations functions and major Career Development Center events. Schedule room reservations, help with event catering coordination, parking services requests, and marketing of career events.
- Assist in the management of social media sites (Facebook page and LinkedIn group).
- Assist in the management and development of Excel worksheets (must be proficient).
- Provide outreach and assistance with marketing within the University community through the delivery of classroom presentations, workshops, and career center orientations to students, faculty, and staff.
- Deliver a variety of workshops including resume/cover letter writing, interview skills, job search, networking, salary negotiations, and co-op/internship orientations.
- Assist in the management of student and employer accounts within the OWL CareerLink database including creating, reviewing, and activating accounts.
- Assist in the research of employers, identify contacts, and targeted industries.
- Assist with special projects such as the bi-annual employer follow-up survey and the Career Destination Survey.
- Identify Student Success Stories and follow up with students.
- Promote the Professional Mentor Program to students, faculty, and staff.
- Assist the Employer Relations team in other duties as assigned by the Assistant Director, Employer Relations.
- Research other universities and the externship program that they offer their students. Evaluate all of those programs and incorporate those into a program recommendation for the Career Development Center.
Development Center to launch for FAU students.

**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
- Possess excellent organization, time management, communication, project management, and presentation skills.
- Strong computer competency and creativity highly desirable. Strong command of Microsoft Office programs and ability to learn new software.

**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.