

Graduate Assistant for Career Education

ABOUT THE MOUNT

Since 1925, we've graduated culturally conscious students who make a positive impact on the world. We're leaders in gender equity research, innovators in health and science programs and we're committed to social justice. We offer a dynamic learning experience in the liberal arts and sciences to a diverse student body. As the only women's university in L.A., we help create graduates who do serious good – both in themselves and their environment.

Chalon Campus

12001 Chalon Road
Los Angeles, CA 90049

Doheny Campus

10 Chester Place
Los Angeles, CA 90007

POSITION AND RESPONSIBILITIES

Career & Professional Development in the Division of Student Affairs at Mount Saint Mary's University, Los Angeles is looking to hire two **Graduate Assistants for Career Education** (GAs) for the 2023-24 academic year. The GAs will work a combination of on-campus (alternating between our Chalon Campus and Doheny Campus) and remotely under the direct supervision of the Assistant Director of Career Education & Counseling with secondary supervision by the Executive Director. The GAs will serve as paraprofessionals and members of the Career & Professional Development staff in delivering a range of career education programs while gaining exposure to university career services as a field and functional area within higher education/student affairs.

25% Peer Career Coaching Program Coordination

- Co-coordinate the undergraduate Peer Career Coaching program under the guidance of Assistant Director for Career Education & Counseling with duties including (but not limited to) hiring, regular supervision, performance evaluations, ongoing training, programming support, and management of intake and fulfillment of career education or CPD participation requests by delegating to appropriate staff (e.g. workshops, tabling)

25% Student Engagement

- Conduct career coaching/counseling for students through one-on-one sessions, workshops, and other experiences in ways that are engaging, culturally conscious, and effective
- Connect students to resources, industry, alumni, and experiential learning opportunities
- Delivers experiences, trainings, workshops and events for students on career education topics including (but not limited to) resume building, cover letter writing, graduate school preparation, interview preparation and practice, job and internship search, and career exploration
- Promote student use and effective navigation of student career management portal, Handshake

25% E-Learning Instructional Design

- Researches, evaluates, updates and develops e-learning content (tutorials, asynchronous Canvas modules, worksheets/guides, blended learning toolkits, audio and video content, website/blog text, case studies, etc.) which transform career education topics into engaging instruction

15% Teamwork

- Actively participate and contribute to weekly individual and/or team meetings
- Support major CPD event planning and day-of staffing
- Become familiar with the services and resources of the office and represent CPD in various university programs at-large; assist in the marketing of programs and services
- Miscellaneous duties as assigned

10% Professional Development

- Ensure continuous enhancements through local, regional, and national benchmarking with professional associations, peer institutions/programs, and industry networks
- Update position-related skills by participating in appropriate professional development offerings throughout the year

TERMS OF EMPLOYMENT

Eligibility

- Enrollment in PASA or EC program

Compensation & Commitment

- \$21.43/hour
- Approx. 20 hours/week, 35 weeks, maximum 700 hours
- August 14, 2023 – May 2024 (flexible end date depending on remaining hours)
- Occasional evening and weekend commitments
- Time frame flexible, but must cover core hours of 9:00am-4:00pm when on-campus
- Select professional memberships included

HOW TO APPLY

Email Jaede Ishikawa a cover letter describing your interest in the position and what skills you bring to the table and a current resume. Selected candidate(s) will also need to apply through the university's prospective applicant portal.

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