



Graduate Assistant

2024-2025 Academic Year

Pomona College Career Development Office

About Pomona College

Pomona College is a highly selective liberal arts college located 35 miles east of Los Angeles. Approximately 1600 undergraduate students represent a diverse student body from over 40 states and 20 foreign countries. Pomona is the founding member of The Claremont Colleges, a consortium of seven independent institutions. Popular majors include English, Neuroscience, Sociology, International Relations, Politics, and Environmental Analysis.

About the Career Development Office (CDO)

The CDO focuses on helping students identify and translate their interests and passions into opportunities during and after college. We offer a variety of programs and services to support students which include individual appointments, career-related workshops, employer information sessions, on-campus interviewing, alumni career panels, and a web-based system with events and job/internship postings. Graduates pursue careers in various sectors including education, public policy, healthcare, technology, marketing, finance, and nonprofits.

About the Position

The Graduate Assistant will have the opportunity to gain knowledge and experience in the following areas: career counseling/advising and fellowships/graduate/professional school advising and employer relations (recruitment and internships). The position will allow for the enhancement of individual advising, presentation, and program development/management skills while at the same time, the Graduate Assistant will learn about career services. Training will be provided for all functional areas. Accommodations can be made so that projects/assignments align with the Graduate Assistant's career interests.

Responsibilities:

Career Advising

- After training, advise students in their career development process
- Assist the with event planning (panels or other events)
- Create and present career related workshops (can include résumé writing, online networking, and interviewing skills)
- Conduct practice interviews and provide assistance with drop-in hours

Fellowships Advising

- After training, advise students on their written fellowships applications in in-person meetings and over email
- Help with presenting information sessions and workshops and answering student questions about the application process for various awards

- Help with updating and developing web resources for students, including our fellowships directory

Graduate/Professional School Advising

- After training, advise students on grad/professional school programs that might be of interest to them
- Create/present workshops on deciding on/the graduate school process
- Assist with hosting graduate/professional school programs on campus

Employer Relations

- Work with the Employer Relations (ER) team in recruiting/hosting employers
- Provide support for ER with the Handshake platform
- Assist with Pomona College Internship Program (PCIP) – PCIP Semester and PCIP Summer Experience. Every semester PCIP offers the opportunity to participate with an employer as an intern. Will help with reviewing applications and providing feedback to applicants. Assist with organizing PCIP Summer Experience. Help with recruiting, reviewing program applications, and planning the logistics of the program
- Maintain, update, and coordinate internship listings and employer relations data entry/maintenance
- Assist with outreach to students and employers

Desired qualifications:

- Pursuing a master's degree in an academic subject, Counseling/Student Affairs, Human Resources or a related program
- Excellent written, verbal communication, and interpersonal skills
- Professionalism and maturity
- Strong organizational skills and detailed-oriented
- Ability to work up to 20 hours a week, including some evenings
- Knowledge of relevant technology/strong computer skills
- Sense of humor, team spirit and positive attitude

Compensation:

The Graduate Assistant will be paid on an hourly basis (\$15.50-17/hour, DOE).

Application Instructions: Please apply through the [Pomona College Human Resources Office](#) with an application, résumé, and cover letter. Preference given to application received by April 22, 2024.

Pomona College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, place of national origin, sex, age, sexual orientation or physical handicap in its employment practices and in admission of students to educational programs and activities, in accordance with the requirements of Title IX of the Education Amendments of 1972 and other applicable laws.