



## Graduate Assistant for Career Services

POSITION: Graduate Assistant for Career Services  
SUPERVISOR: Director of Career Development  
DEPARTMENT: Career Services

### GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant for the Career Services Office. The Graduate Assistant for Career Services will provide direct support to the office by managing the career management database, which connects employers to students and alumni, schedule and provide students with career development education regarding resumes, cover letters, job and internship search process, etc., and provide tools and resources for success. The GA will provide support for career education workshops and various programming initiatives and create marketing materials for all programming.

### MAJOR DUTIES AND RESPONSIBILITIES

- The Career Services GA will be responsible for vetting and posting career and internship opportunities, researching current career-ready tools, and keeping the resources new and relevant for use in career coaching sessions.
- The Graduate Assistant will create and manage a marketing plan for the Career Services Office with an emphasis on social media presence in our various outlets while assessing analytics to ensure engagement.
- The Graduate Assistant will create all marketing and promotional resources for all events with an emphasis on brand alignment for the university.
- The Career Services GA will assist with special programming and projects such as career fairs, training sessions, classroom presentations, and other programming initiatives.
- Other duties may be assigned at the discretion of the Executive Director.

### QUALIFICATIONS FOR THE JOB

A bachelor's degree from a regionally accredited institution in business, human resources,

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Education or similar is required as well as enrollment in Tiffin University's graduate program. Preference will be given to those pursuing a business or higher education graduate program. Successful candidates will have a strong work ethic; conduct themselves in a professional manner, and work well autonomously and in a team environment, and possess excellent written and verbal communications skills.

## KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision-making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with the University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and Inspires

## PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

*NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights*

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*agencies.*

*Tiffin University is an Equal Opportunity Employer*