Title of the Graduate Assistant Job:
Graduate Assistant – Student Success and Recognition

General Description:
Implement new programs and coordinate existing student success and recognition programs related to career preparation. Promote post-graduation career-related outcomes by working with college liaisons or staff members. Improve recognition and training programs for student employees.

Job Duties:

- Coordinate and supervise 2-3 Career Services student ambassadors in a peer-to-peer promotional outreach of excellence in Career Services; create and oversee student ambassador application process, training and other program efforts – 40%
- Collaborate with internal college liaisons to create a formal recognition program reporting post-graduation career-related outcomes; collaborate with student organizations to raise awareness of exceptional career preparation and career success efforts by student organizations. – 20%
- Work in conjunction with the internal marketing department to deliver student, alumni and employer success stories via social media, video, web content, newsletters, or profile stories. – 10%
- Research career topics, draft content and deliver customized in-person or electronic presentations to diverse student audiences; promote services and successes of Career Services via public presentations – 10%
- Coordinate and streamline “Intern of the Year” award nomination and selection process with current ongoing “Student Employee of the Year” recognition initiatives – 10%
- Implement official recognition (via marketing campaigns, posters, certification placards, etc.) of offices that complete student worker success and recognition training and students who excel in on-campus positions – 5%
- Manage, expand and promote networking and career-related activities with Alumni Relations and chapters – 2%
- Organize and execute bi-semester networking events for students and employer representatives from multiple industries. – 1%
- Other duties as necessary – 2%

Terms of Employment:
Sept 1 through Aug 31 for 20 hours per week. Must be able to work 4 hours each day with possible evening hours required.
**Required Qualifications:**

A bachelor’s degree and acceptance to The Graduate College at Texas State University is required. Candidates must be enrolled in at least nine hours in an eligible Texas State graduate program each long semester and maintain a 3.0 GPA.

- Proficiency in Microsoft Word, Excel and PowerPoint for basic correspondence, reports and presentations
- Experience communicating with faculty, staff, students, alumni, employers or family members via public presentations, electronic writing and interpersonally.
- Event planning experience for student audiences.

**Preferred Qualifications:** (optional)

Preference will be given to students enrolled in Student Affairs & Higher Education program or other related field.

- Experience with social media, database management and web content management systems
- Experience filming and editing video
- Experience with design software programs
- Student membership in professional organizations or alumni association
- Professional or student conference presentation experience
- Training or educating diverse student audiences
- Experience creating funding proposals, compiling evaluative data, analyzing trends and delivering outcomes-based reports and presentations