



Fresh

Part-Time · On Campus Student Employment

Graduate Student Association (GSA) Career Center Liaison

UCR, Career Center (/stu/employers/288611)

Riverside, California, United States

(/employers/288611)

About the role

Application deadline

April 3, 2022 11:55 PM

Posted date

March 4, 2022

Seasonal role

(9/19/22 - 6/16/23)

Estimated salary

\$20.00 Per hour



Apply

Role Description

The GSA and the Career Center share an interest in promoting career readiness and decision making, providing tailored career resources, services, and events, while understanding graduate student career development needs. We recognize the shared goal of preparing our graduate student population for academic and non-academic careers post-graduation. The Graduate Student Career Center Liaison position will exist as a formal representative of both GSA and the Career Center, with the primary goal of advocating for graduate student career development needs, supporting the Career Center in developing and facilitating graduate student programming and developing and sharing of Career Center services and resources.

GSA Career Center Liaison Responsibilities:



- Serve as a member of the GSA Executive Council
- Lead and facilitate the Graduate Student Careers Working Group
- Represent the graduate student population in career center programming, career and employer events, relevant internal and campus department meetings, and outreach efforts
- Collaborate with the Graduate Student Career Specialist and Graduate Peer Advisor to plan and host career development programs and events
- Advocate for graduate student career development needs and assist in developing programs and services
- Promote career readiness to graduate student population by sharing Career Center resources, services, and events
- Attend one General Council Meeting and one Executive Board meeting per month
- Hold weekly office hour as needed in the Career Center
- Report to the GSA Vice President of Internal Affairs and the Graduate Student Career Specialist regarding regular duties and projects
- Attend bi-weekly update meetings with the Graduate Student Career Specialist
- Attend quarterly update meetings with the GSA Vice President of Internal Affairs
- Communicate via email upcoming career services and events to the graduate student body via the GSA listserv or other mediums
- Coordinate with various campus departments in the R'Grad Professional Pathways network, including Graduate Division/GradSuccess, Alumni Career Services and Academic Departments on the topic of graduate student career readiness needs
- Maintain the Graduate Student page of the Career Center website, including adding events from R'Grad Professional Pathways partners and updating information as needed
- Update the Graduate Student Monthly Report quarterly to be submitted to the Career Center at the end of the academic year
- Submit a monthly Officer Report to GSA

This position will be expected to work 6-8 hours per week during academic year.

Application Materials:

1. Resume (2 pages max) + Fall 2022 Schedule (please make sure your availability is easy to read when attached the file)
2. Cover letter: Why would you like to apply for this position and what education and experience has prepared you for this role?
3. Employment Application (Download here (http://students673.ucr.edu/docserver/careercenter/Final_Paper_Employment_Application.pdf))

You match all of UCR, Career Center's candidate preferences

Employers are more likely to interview you if you match these preferences:

✓ GPA

✓ Majors

 School Year
 (1)


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