



## POSITION ANNOUNCEMENT

**Position:** GRADUATE ASSISTANT- Center For Career and Calling

**Department:** Student Life

**Reports to:** Director, Center for Career and Calling

Anderson University (Indiana) seeks a graduate assistant in the area of The Center for Career & Calling (CCC) under the direction of the Director of the Center for Career & Calling within the Department of Student Life (DOSL) for the 2021 - 2022 academic year.

**Responsibilities include, but are not limited to:**

- 20 hours per week, the CCC Graduate Assistant will work closely with the Director and various staff persons in the Center for Career & Calling and Department of Student Life
- Understand and administer services provided by the Center for Career & Calling (CCC) to AU students, alumni, faculty/staff, and employers
- Assist in the measuring and evaluating of university and CCC goals and objectives
- Assist in documenting, scheduling, and facilitating appointments and workshops surrounding personal brand materials (resumes, cover letters, LinkedIn, etc.), interview preparation, job search strategies, and career exploration
- Learn career development best practices in areas including but not limited to career exploration tools and assessments, personal branding, job searching, networking, career planning, etc.
- Understand the use of Handshake and other office programs and how they help to provide job opportunities and career resources to AU constituents, document appointments and workshops, track students completing career programs, provide career-related information to students, faculty, and employers, and more
- Assist in the planning and implementation of career fairs and other events hosted by the CCC.
- Attend departmental meetings and participate in other CCC activities (such as College Career Center Consortium of Indiana (CCCC) meetings and events) as directed by the Director of the Center for Career & Calling

**Qualifications:**

- Qualified candidate will have a Bachelor's degree.
- Commitment to University mission and Christian lifestyle.
- Admittance to Master's program at Anderson University.
- Complete and pass required background check.
- The graduate assistant must meet University lifestyle expectations, GPA requirements and work responsibilities to be reappointed for the 2022-23 academic year.

10-month work period: August 1, 2021 – May 31, 2022.

**Benefits:** Tuition waiver for a Master's Degree (graduate programs in business and theology), \$5000 per year stipend paid bi-weekly over 10 months, campus housing, upon availability, and shared with other GAs. Graduate Assistants receive the remitted tuition benefit of 100%. This is a tuition waiver of up to \$5,250 per year that is not taxable; tuition beyond this amount is taxable. Pre-requisite courses taken at Anderson University, the MBA Technology Fee, the SOT Community Fee and the Graduate Fee are covered by the tuition waiver.

**Position Available:** August 1, 2021. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

***AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.*** Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.