



**GRADUATE ASSISTANT  
(SAHE FIRST YEAR)  
POSITION DESCRIPTION**

# Career and Professional Development Center

*A Graduate Assistantship in the Career and Professional Development Center will provide opportunities for educational growth and professional development. The objective of this assistantship is to prepare the individual to function as a member of a comprehensive career planning and services office.*

**Compensation:** Full tuition waiver (in-state preferred) and stipend information below, with a required 300 hours of work per fall and spring, totaling 600 hours. Summer training is required prior to the first academic year; summer work is also required between the first and second year. Hourly wage of at least \$11/hour applies to all summer work. Start date is negotiable (July preferred).

IUP Compensation package for 2023-2024 academic year: **(In-State Preferred)**

**In-State (PA resident):** Tuition waiver: \$9,200/academic year/18credits and Stipend: \$5,500/academic year.

**Out-of-State (non-PA resident):** Tuition waiver: \$13,400/academic year/18 credits and Stipend: \$5,500/academic year\*\*

**Summer tuition (between first and second year only):** In-State (PA resident): Tuition: \$3,050 and Out-of-state (non-PA resident): Tuition: \$4,500.

*Responsibilities are assigned that are comparable to those activities that an entry-level professional would perform. Training is provided initially and on an ongoing basis. Hours outside of regular office hours will sometimes be required for office events and student team meetings.*

- Provide individual career coaching to students seeking employment, including critiquing resumes, cover letters, and other professional documents; choice of major; choice of career field, etc.
- Assist in the development, planning, and execution of office programming and events in the fall and spring semesters.
- Participate in the Mock Interview Program in the role of a mock interviewer and begin training for coordinating the program as the second-year graduate assistant.
- Supervise office operations/CDAs during one evening per week. (Tuesday/Wednesday 4:00-7:00 pm).
- Design and facilitate workshops and presentations independently and with fellow graduate assistants, practicum students, and CDAs. Manage all incoming workshop requests.
- Monitor, edit, and contribute to departmental blog and social media sites in conjunction with CDAs.
- Assist with departmental assessment efforts and data collection relating to student employment, annual report, and others.
- Participate in departmental team meetings and professional development meetings; attend regional professional association meetings as available.
- Encouraged to present professional development topics to CPDC team and other professionals at team meetings, and regional and state professional development meetings and conferences.
- Market services of the CPDC to campus groups; represent the CPDC at Admissions Expos and other university events.
- As available, assist professional staff in coordination of on-campus or regional career fairs and events, such as Pittsburgh Educational Recruiting Consortium (PERC), IUP Career Expo, WestPACS Collegiate Career Fair.

**Desired Skills:** Microsoft Office, Social Media, Hootsuite, Blogger, Google Drive, Public Speaking, Collaboration, Canva

**Anticipated breakdown of work areas and time (avg. of 20 hrs/week):** \*Weekly hour distribution dependent on departmental needs

Career Coaching	6 hrs/week
Mock Interviews	2 hrs/week
Events/Programming	5 hrs/week
Workshops/Office projects	4 hrs/week
Meetings/Development	3 hrs/week



**GRADUATE ASSISTANT  
(SAHE SECOND YEAR)  
POSITION DESCRIPTION**

# Career and Professional Development Center

*A Graduate Assistantship in the Career and Professional Development Center (CPDC) will provide opportunities for educational growth and professional development. The objective of this assistantship is to prepare the individual to function as a member of a comprehensive career planning and services office.*

**Compensation:** Full tuition waiver (in-state preferred) and stipend information below, with a required 300 hours of work per fall and spring, totaling 600 hours.

IUP Compensation package for 2023-2024 academic year:

**In-State (PA resident):** Tuition waiver: \$9,200/academic year/18credits and Stipend: \$5,500/academic year.

**Out-of-State (non-PA resident):** Tuition waiver: \$13,400/academic year/18 credits and Stipend: \$5,500/academic year\*\*

*Responsibilities are assigned that are comparable to those activities that an entry-level professional would perform. Training is provided initially and on an ongoing basis. Hours outside of regular office hours will sometimes be required for office events and student team meetings.*

- Coordinate and participate in the Mock Interview Program. Communicate with 6-10 faculty members and students. Recruit, hire, schedule, train, and supervise team of 10-15 interviewers. Anticipate 350+ interviews per semester. Conduct trainings and meetings with department staff as needed.
- Manage Mock Interview Program’s D2L page, which contains confidential student grades, resumes, cover letters, and video files.
- Maintain daily operations of Mock Interview Program including trouble-shooting technology problems, responding to student questions or concerns, and enforcing program polices and deadlines.
- Collaborate with CPDC to plan and implement 1-3 etiquette dinners each semester, by arranging catering, recruiting volunteer hosts, and facilitating the evening’s events.
- Provide individual career coaching to students on job/internship search and complete tasks, including critiquing resumes, cover letters, and other professional documents; interviewing skills; choice of major/career field, etc.
- Design and facilitate workshops and presentations independently and with fellow graduate assistants, practicum students, and CDAs.
- As available, assist professional staff in coordination of on-campus or regional career fairs and events.
- Supervise office operations/CDAs during one evening per week. (Tuesday/Wednesday 4:00-7:00 pm).
- Assist with monitoring and contribute to development of CPDC’s social media platforms.
- Market services of department to campus groups; represent department at Admissions Expos and other university events.
- Participate in department team meetings and professional development meetings; attend regional professional association meetings as available. Encouraged to present professional development topics to CPDC team and other professionals at team meetings, and regional and state professional development meetings and conferences.

**Desired Skills:** Microsoft Office, Social Media, Google Drive, D2L, Public Speaking, Collaboration, Customer Service, Problem Solving, Canva

**Anticipated breakdown of work areas and time (avg. of 20 hrs/week):** *Weekly hour distribution dependent on departmental needs*

Mock Interview & Etiquette Dinner program	12 hrs/week
Coaching Appointments	4 hrs/week
Career Services	2 hrs/week
Meetings/Development	2 hrs/week