

Job Title: Career Services Graduate Assistant	
Supervisor: Brenda Leahy, Associate Director	Department: Academic Advising Center and Career Services (AAC&CS)
E-mail: bleahy@uwlax.edu	Phone: 608-785-8633
Start Date: August 28, 2023	End Date: May 24, 2024 (tentatively)
<p>Compensation: \$15,000 for 9-month contract, 20 hours/week</p> <ul style="list-style-type: none"> • Some funding provided to attend local/state professional development conference(s) • Eligible for health insurance through UWL 	
About the Institution:	<p>Founded in 1909, the University of Wisconsin-La Crosse is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is 10,314 students with 81% Wisconsin residents. Students can participate in over 102 undergraduate programs, 30 graduate programs, and 2 doctoral programs, with in an average undergraduate class size of 19. For more information, please view the university website.</p>
Primary Duties:	<ol style="list-style-type: none"> 1. Provide one-on-one advising to students on resumes, job interviewing, internship applications and job search strategies. 2. Conduct mock interviews. 3. Assist with the coordination of major office events such as Career Fairs, Part-time Job Fairs, Accounting Fairs, Internship Showcase, and Teacher Employment Seminars. 4. Assist with and facilitate classroom, student organization, and other presentations. 5. Monitor the progress of students on internship experiences. 6. Contribute to the exchange of ideas in staff meetings. 7. Participate in office-wide action team meeting. 8. Become proficient in utilizing and become able to assist students in utilizing Navigate (student success system) and Handshake (online career management system) and Big Interview (mock interview system). 9. Help increase student awareness in utilizing major/career assessment instruments and communicate the relationship between interests, skills, & values and specific majors/minors/careers. <p>For further questions about the department, please view the department website or contact Brenda Leahy at bleahy@uwlax.edu.</p>