

# HILBERT COLLEGE

## GRADUATE ASSISTANTSHIP OPPORTUNITY

2020-2021 Academic Year

**JOB TITLE:** Graduate Assistant – Office of Career Development

**REPORTS TO:** Director of Career Development

**Job Summary:** The Career Development Graduate Assistant is a part-time, ten-month position responsible for assisting the Director of Career Development in providing comprehensive career services to students and alumni. The Graduate Assistant is expected to maintain office hours while classes are in session and additional weeks as the workload dictates.

### Career Coaching

- Advise first and second year students on career development and job search strategies through one-on-one and group appointments
- Responsible for the implementation and assessment of the Sophomore Career Check-Up initiative utilizing Life Role Analysis for all second year students
- Responsible for the completion of the annual First Destination Survey in accordance with standards set by the National Association of Colleges and Employers (NACE)
- Develop, implement, and assess student skillshops and events on such topics as graduate school advisement, resume and cover letter development, job searching, interviewing, LinkedIn, dining etiquette, and professionalism
- Develop, implement, and assess job fairs, career expos and the bi-annual Professional Success Seminar
- Participate in employer relations initiatives such as Hire-A-Hawk

### College-Wide Projects and Initiatives

- Participate in community engagement initiatives including the planning and implementation of annual events such as the Day of Service and Unity with Our Community
- Lead and participate in community engagement opportunities for students and alumni with new and existing community partners including Meals on Wheels and the Resurrection Life Church Food Pantry
- Participate in Orientation activities, Open House, Accepted Students Day, and other Academic Affairs division and college-wide events as needed

### Administrative

- Co-supervise work-study students with the Director
- Utilize Argos and Purple Briefcase to perform daily tasks
- Coordinate donations to and manage the activities of St. Clare's Closet.
- Market department services, skillshops, and events utilizing print and social media
- Conduct office-wide assessment projects using Argos and Survey Monkey
- Submit reports on activities for the department's annual report
- Attend staff meetings, college-wide development meetings, and WNYACCC meetings and functions

### **Requirements/Qualifications:**

- Enrolled full-time in a Master's or Doctoral program leading to a career in higher education or related field
- Strong computer, communication, planning, organization, presentation, and interpersonal skills
- Ability to work with minimal supervision
- Flexibility to work evening and weekend hours as necessary
- Valid driver's license

**Term:** August 3, 2020 – May 31, 2021, 20 hours per week

**Compensation:**

- \$6,000 annual stipend
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- Free Hilbert College parking pass
- Membership in the College Student Personnel Association of New York State, Inc. (CSPA-NYS) and the Western New York Association of College Career Centers, Inc. (WNYACCC)

Additional “benefits”:

- Fun, flexible, supportive working environment
- Exposure to the Catholic, Franciscan tradition in a higher education setting
- Opportunity to be involved in national, state, and regional associations
- Familiarity with campus resources, faculty, staff, and administrators
- Professional mentoring relationships with Academic Affairs and Student Life staff
- Opportunity for growth and personal development

**To Apply:** Please submit a cover letter, resume, academic transcripts, and contact information for three professional references to:

Katie Martoche, MS  
Director, Career Development / Title IX Coordinator  
Hilbert College  
[kmartoche@hilbert.edu](mailto:kmartoche@hilbert.edu)

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**Notice of Non-Discrimination**

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of the Americans with Disabilities Act, Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Gregory Roberts, Ed.S.  
Vice President for Student Life and Dean of Students / 504/ADA Compliance Officer  
5200 South Park Avenue | Hamburg, NY 14075  
Office Location: Franciscan Hall 107 | Telephone: 716-649-7900 ext. 231 | Email: [groberts@hilbert.edu](mailto:groberts@hilbert.edu)

Katie Martoche, MS  
Director of Career Development / Title IX Coordinator  
5200 South Park Avenue | Hamburg, NY 14075  
Office Location: Bogel Hall 107 | Telephone: 716-649-7900 ext. 291 | Email: [kmartoche@hilbert.edu](mailto:kmartoche@hilbert.edu)

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

*Hilbert College is an Equal Opportunity Employer*