The University of Nebraska-Lincoln’s Career Services at CBA office is seeking a graduate assistant (nine months) for 2012-2013 with possible funding for 2013-2014.

Career Services at CBA is a comprehensive career office for CBA students, alumni, employers and faculty/staff. Working collaboratively with Career Services, Career Services at CBA helps students make educated major and career decisions and develop life-long job search and professional skills. The office also assists employers in connecting to CBA students through recruiting and educational opportunities.

The Career Services at CBA Graduate Assistant will assist with career development and employer outreach efforts, with primary responsibilities focusing on the development and implementation of CBA’s Professional Enhancement Program (PrEP). PrEP is a series of four 1-credit hour classes designed to help undergraduate CBA students engage in experiential practice that leads to self-knowledge, professionalism, and career development that can be applied throughout one’s professional life.

Job Responsibilities
- Counsel undergraduate students, graduate students and alumni in career development and job search needs through one-on-one appointments and walk-ins
- Give presentations on career-related topics and conduct practice (mock) interviews
- Assist with development and implementation of the Professional Enhancement Program
- Co-teach sections of the Professional Enhancement Program classes and grade assignments
- Coordinate the BSAD 444 Employer Mock Interview Day and other career development events
- Manage the Blackboard sites for multiple Professional Enhancement Program classes
- Interact with and outreach to employers
- Attend Career Services at CBA staff meeting and meetings with direct supervisor, and enter counseling notes into the Career Services counseling database

Qualifications
- Have an interest in counseling and teaching college students as well as working with employers
- Be a graduate student at the University of Nebraska-Lincoln in good standing
- Be able to work 20 hours a week starting early August 2012 to end of May 2013
- Demonstrate excellent oral, written, and interpersonal communication skills
- Must have the ability to work collaboratively and cooperatively with a team of professionals
- Be able to work independently and take initiative
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations
- Maintain a high level of professionalism

This position will be a 9-month appointment and will receive a total of $11,000 as compensation (allocated monthly). The Graduate Assistant will also receive tuition remission of up to 12 hours per semester and the University will cover 79% of the basic individual student health insurance premium for eligible graduate students.

To apply, email résumé and cover letter to Rachel Larson, Assistant Director of Career Services at CBA, at rlarson3@unl.edu. Please contact Rachel at (402) 472-7272 or rlarson3@unl.edu for more information.