Experiential Education Graduate Assistant

The incumbent will work within the Experiential Education area at the Career Resource Center to create, promote, and assess internship, co-ops and experiences opportunities and resources for UF students and employers. The incumbent will support these areas by conducting research, planning programs, writing content, developing resources, presenting workshops, as well as engaging in one-on-one student coaching.

Day-to-day tasks include

- Support the management of the Certified Gator Professional Program via content development, presentation delivery, participation tracking, and assessment
- Assist with the development of employer and student resources both online and in print
- Oversee the day-to-day management of the Cooperative Education program
- Support in the development of new Experiential Education related programs and workshops
- Deliver presentations about CRC Services and experiential education as requested
- Coach students through one-on-one career planning sessions to assist students with their career exploration, internship, or job search
- Assist in research and benchmarking for all aspects of Experiential Education (i.e. Internships, Cooperative Education, and Externships)

Skills and Qualifications

- Strong verbal and written communication skills
- Presentation skills
- Proficient in use of Microsoft Word, Excel, and PowerPoint
- Ability to work in a fast-paced, flexible environment
- Team player who can work independently to achieve a team goal
- Ability to handle sensitive information and situations with discretion
- Strong organizational and time management skills

Work Conditions

The CRC is open Monday-Friday; 8 a.m. - 5 p.m. The incumbent would work 20 hours per week. Some evening and weekends hours may be needed to fulfill presentation requests. Training and employment will begin 08/16/14 through 05/15/15.

About the Career Resource Center

Our mission is to educate and create connections for the University of Florida community in order to facilitate the holistic career development of students.

Contact Person

Claire Pepper, Assistant Director for Experiential Education, clairep@crc.ufl.edu
Position open until filled