Professional Development and Experience Graduate Assistant
The Professional Development and Experience Graduate Assistant will receive an overview of the career planning process while working within Professional Development and Experience group of Career Development team. The incumbent will collaborate with the Assistant Directors for Professional Development and Experience to create, promote, and assess professional development education and experiential education 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.

About the Professional Development and Experience Group
The Professional Development and Experience area of the Career Resource Center encompass programming, resources and outreach efforts focused on out of the classroom learning and the professional development of all University of Florida students. To facilitate this the CRC has created a variety of workshops, seminars and outreach opportunities that student can take advantage of to learn more about themselves, skills employers are looking for, possible career paths, and how to implement this knowledge in their individual career development process.

Day-to-day tasks include
- Support the management of the Certified Gator Professional Program via content development, presentation delivery, participation tracking, and assessment
- Oversee the day-to-day management of the Cooperative Education program
- Support in the development of new Experiential Education related programs and workshops
- Support in the development of new professional development and competency development related programs, workshops, and resources via content development/editing, participation tracking, and assessment
- Deliver presentations about CRC Services, experiential education and professional development topics as requested
- Coach students through one-on-one career planning sessions to assist students with their career exploration, internship, or job search

Skills and Qualifications
- Strong verbal and written communication skills
- Demonstrated 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. Employment will begin 08/17/15 and will end 05/13/16. Graduate Assistants participate in CRC training one week before fall classes begin.

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
Julia Fleming, Assistant Director for Professional Development and Experience at Juliaf@crc.ufl.edu or 352-273-2302.
Position open until filled

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