



Division of Student Affairs
Career Resource Center

CR-100 J. W. Reitz Union
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Career and Professional Development Graduate Assistant

The Career and Professional Development area of the Career Resource Center encompass programming, resources and outreach efforts to help students learn about themselves and industry opportunities in order to make purposeful decisions about their career goals. The Professional Development and Experience sub group focuses on out-of-the-classroom learning, competency acquisition toward career readiness. This position will support the management and creation of programs and initiatives to advance student's career readiness.

The Career and Professional Development Graduate Assistant will receive an overview of the career planning process while working within Professional Development and Experience sub group. The incumbent will collaborate with the full time staff to create, promote, and assess professional development and experiential education connections for UF students. The incumbent will support these areas through research, program planning, resource development, presentations, and individual student coaching.

Day-to-day tasks include

- Co-manage Gator Professional Series (content, promotion, campus collaborations)
- Facilitate Gator Professional Series sessions and other CRC 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
- Identify technologies and establish protocols to manage and expand signature programs and services
- Support career planning of students through individual or group interactions with students or alumni seasonally

Skills and Qualifications

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

Work Conditions

The CRC is open Monday-Friday; 8 a.m. - 5 p.m. The incumbent would work 10-15 hours per week. Employment will begin August of 2017 and will end May of 2018. Graduate Interns will be provided with training. Some evening and weekends hours may be needed to fulfill presentation requests.

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

Nadene Reynolds, Associate Director for Career and Professional Development at NadeneR@crc.ufl.edu or 352-273-2302.