

Graduate Assistant for Industry Relations

Graduate Assistants (GA) are responsible for providing support to a variety of projects and programs within in the Career Resource Center. Responsibilities of the GA may include support for online and assessment efforts, recruitment programs, student success and online programs, staff training, program development and/or online program development. Graduate Assistants (GA) are expected to work an average of 20 hours per week in coordination with the supervisor. During peak times, the hours may increase slightly to accommodate the needs of the department (examples include: support of events and training). Graduate Assistants (GA) are supervised by an Assistant Director of Industry Relations.

Projects and Program Responsibilities

- Development and implementation of virtual recruitment, tracking and education as a resource for the CRC
- Coordinate and lead two Virtual Career Fairs
- Provide support to assigned projects and programs, as directed by the supervisor. Areas of responsibility may include: online services and education, assessment efforts, recruitment programs, student programs, staff training, committee and liaison duties, program development and/or online development
- Support the development and promotion of the UF Career Services app
- Assist with the implementation and assessment of assigned projects and programs such as presentations for UF Online students and Pearson
- Develop relationships and work closely with campus departments (UF Online, Pearson, etc.). Attend meetings for assigned projects and programs
- Utilize Gator Careerlink to create virtual services and education for students and employers and provide trainings: Document Library, Virtual Mock Interviews and Virtual Career Fair modules
- Assist in the recruitment services provided to students and employers
- Assist with the creation and dissemination of virtual services materials related to programs and services
- Conduct consultations with student, employers and outside vendors and perform best practices research on policies and procedures related to online career services
- Produce an online newsletter and blog for employers, faculty and staff
- Coordinate, plan, and develop virtual programs for students such as panels, networking events, advising, online chats and more

- Inform and train students, employers and staff of university online recruitment resources and policies
- Develop relationships/ work closely with campus departments (UF Online, Pearson, etc.)
- Conduct research on national best practices and other information related to assigned projects and programs

Departmental Responsibilities

- Participate in bi-weekly professional staff meetings & individual meeting with supervisor
- Serve on departmental committees as needed
- Participate in departmental processes such as undergraduate student assistant and/or intern selection and training
- Participation in other processes may be required.

University and Divisional Responsibilities

- Participate in university and divisional programs and events
- Participation in other programs and events may be required

Additional Responsibilities

- Responsible for other duties as directed by the supervisor and/or other CRC staff members