

Division of Student Affairs  
Career Resource Center

CR-100 J. W. Reitz Union  
PO Box 118507  
Gainesville, FL 32611-8507  
352-392-1601  
352-392-3810Fax

### **Professional Development and Industry Education 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 work within the Professional Development & Experience of Career Development at the Career Resource Center to create, promote, and assess the industry education and preparation of UF students. This position collaborates the Assistant Director for Professional Development and Experience to manage Gator Launch, support the management of Career Connections; and the coordination and facilitation of Employer2Student programs. Additionally, the incumbent will collaborate with the Assistant Director for Professional Development & Experience support research, resource development, outreach, and individual student coaching to advance UF students' career readiness. Responsibilities also include other duties as assigned by the Director of the CRC or the Associate Director of the Professional Development and Experience area.

### **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.

### **About Mentoring Programs**

Consistent with the Career Resource Center's mission to educate and create connections, the Career Resource Center provides mentoring programs to facilitate the learning and development of all students. Connecting students to University of Florida alumni and employers provides students with access to information, resources, advice and growth that might be otherwise be unavailable. Gator Launch and Career Connections place employers in a prime position to affect positive change in the preparedness of students. The Gator Launch (STEM) mentoring program focuses on connecting students from target underrepresented populations to professionals in their field. Career Connections allows students to virtually connect with alumni, employers and friends of UF. Mentoring helps to bridge the gap between students' educational efforts and their career.

### **About Employer2Student Programs**

Employer2Student programs provides students with the opportunity to receive professional development and industry education from employers/professionals. Employers are able to educate students through various programs, including a series of workshops, a resume review event, and Employer-in Residence. The incumbent will be responsible for the Employer-in-Residence program, which allows employers to virtually share their industry experience and knowledge with students through live streaming. This individual will also assist with the recruitment of hosts and participants for various other Employer2Student programs and events.

### **Day-to-day tasks include**

- Facilitate the coordination of Gator Launch workshops, mentor/mentee development, and recruitment
- Oversee the administrative aspects of Career Connections, mentor/mentee communication, and recruitment
- Support in the advancement and reporting of new Professional Development programs and workshops via content development/editing, participation tracking, and assessment
- Support Employer2Student programs through employer recruitment, seminar recording, and event marketing
- Deliver presentations on CRC services and diversity education topics as requested
- Provide 1-on-1 career planning sessions to assist students with their career exploration, internship, or job search
- Assist with the development of web and print employer and student resources

### **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 08/15/16 and will end 05/19/17. 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.