

Hart Career Center

Illinois Wesleyan University

Experiential Learning Graduate Assistant Position in the Hart Career Center

The Hart Career Center supports the University's goal to "foster during the college years the knowledge, values and skills that will sustain all of us over a lifetime of learning" and accepts as its unique mission to provide these educational benefits to prepare students for life-long career planning and decision-making. In support of this mission, the Graduate Assistant for the Hart Career Center will:

- Foster an environment of appropriate support and challenge, which enables the development of self-identity, autonomy, and responsibility
- Encourage the practical application of Illinois Wesleyan's liberal arts curriculum; and
- Provide quality career services in a fair and ethical manner

Responsibilities

Individual Work with Students

- Conduct individual appointments with students focused on assisting them in identifying internship opportunities and other experiential learning possibilities in their field of study, resume writing, and other career-related assistance.

Program Management

- Work with the assistant director for career engagement to assist with our centralized internship program. Responsibilities will include outreach to new employers, outreach to maintain and update descriptions for current sites, evaluation of credit processes, and other areas to enhance and maintain a robust experiential learning program.

Grant Management

- Work with Illinois Board of Higher Education Cooperative Work Study Grant. This grant provides funds to help organizations pay interns by covering 2/3 of hourly wages for Illinois students. Responsibilities would include management of the program, outreach to employers for status updates, site visits as needed and other responsibilities associated with the grant.

Programming

- Assist with requested presentations to student organizations and classes, or as part of the Center's seminar series.
- Create and conduct outreach programs with student organizations and classes to promote internship opportunities.

Resource Development

- Develop resources for international students to explore internships, best practices with navigating CPT/OPT.
- Develop resources for students from underrepresented groups to explore internships.

Qualifications: A Bachelor's degree is required along with satisfactory progress towards a degree in the College Student Personnel Administration Master's program, business or a related field of study, at Illinois State University. Understanding of the private, liberal arts college setting.

The preferred candidate will have a demonstrated history of taking initiative, managing a high volume of work, seeking necessary resources independently and collaboratively with staff, and can function well autonomously. Successful graduate assistants will be adept at engaging students and faculty/staff equally, will contribute creative ideas and knowledge of student development in his/her work with Career Center staff, and will be familiar with career services best practices.

Remuneration: Hourly rate of \$15 per hour for up to 20 hours per week. Free campus parking passes for all vehicles and Shirk Athletic Center passes for oneself and a partner including faculty/staff fitness classes.

Application Information and Deadlines: Candidates will be recruited through participation in the GRAD Days program at Illinois State University. Start Date: August 12th. Interested candidates should send a letter of interest, resume and the names and telephone numbers of three references to:

Warren Kistner
Director, Hart Career Center
Illinois Wesleyan University
P.O. Box 2900
Bloomington, IL 61702-2900
wkistner@iwu.edu

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