

Graduate Assistantships in Student Success

About our Department:

Student Success at Arkansas Tech University is seeking enthusiastic and detail oriented individuals interested in assisting students through the process of preparing for a career while pursuing their education. Our department assists students in succeeding through academic achievement and professional preparation.

All our events, programming, and daily services are geared toward meeting these goals by providing one-on-one contact and customized materials specific to our student and alumni populations. By doing so, we aim to produce graduates that are well-informed, confident, and aware of the abilities that make them uniquely valuable for their future careers.

Beginning in Summer 2019 or as soon as possible, we have one assistantship in the Office of Student Success.

Position Title:

Graduate Assistantship in Norman Career Services (one confirmed; one anticipated).

As staff members within Norman Career Services, Graduate Assistants will be involved in the following:

- Developing and fostering relationships with the student and alumni community.
- Tracking placement and contributing to assessment of professional success among graduates.
- Providing support to our Peer Career Advisor Program.
- Assisting students in preparing their marketing documents, such as resumes, cover letters, graduate school essays, and internship applications.
- Planning of special events including multiple career fairs, workshops, Etiquette Dinner, and Family Day.
- Presenting, training, and teaching opportunities for student and staff audiences.
- Administering of self-assessments and coaching for students seeking guidance regarding future plans.
- Researching trends in the areas of career services, and retention for future use within departmental programming.
- Other duties as assigned.

Requirements:

The minimum requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 1, 2019 or as soon as background check clears. Effective oral and written communication skills, organization skills, and the ability to multi-task are important characteristics for a successful graduate assistant in the Office of Norman Career Services.

Remuneration:

Monthly stipend divided over a 12 month contract
18 graduate credit hour waiver per academic year

How to Apply:

Please submit a cover letter, resume, and three professional references to:
Melanie Diffey, Career Counselor, at mdiffey1@atu.edu