

**THE CAREER CENTER
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
PRE-PROFESIONAL GRADUATION ASSISTANT**

Job Title:

Pre-Professional Graduate Assistant (PGA) for International Student Career Development and Outreach

Type of Position:

50% Pre-Professional Graduate Assistantship, 9-month, August 16, 2018 - May 15, 2019

Description:

The Pre-Professional Graduate Assistant for International Student Career Development and Outreach assists with career development, services and resources specifically for international students. The position also reaches out to international student organizations to engage their membership in career and professional development activities.

Duties:

- Recruit, train, and lead students who volunteer as a group leader for the Career Certificate – International Students Program
- Maintain and update career resources for international students, including the weekly newsletter and blogs
- Develop and present workshops for international students in collaboration with The Career Center, campus partners, and RSOs
- Reach out to international student organizations to promote services and resources provided by The Career Center
- Assist in creating and developing opportunities for international students to connect with alumni and employers
- Collect and summarize data for semester reports, conduct program evaluations, and recommend modifications
- Provide one-on-one resume, cover letter, and Linked-In profile reviews
- Coach students on career exploration and job/internship search strategies, individually and in groups
- Collaborate with The Career Center staff and other campus partners
- Meet regularly with supervising Assistant Director
- Perform other duties as assigned by the Assistant Director

Qualifications

Education: Enrolled as a graduate student in the Department of Education Policy, Organization, & Leadership

Experience & Skills:

- Experience working with diverse groups of students; knowledge and appreciation of cultural differences
- Experience developing and presenting workshops
- Exceptional leadership, organizational, presentational, communication, interpersonal, and teamwork skills
- Excellent customer service and public relations skills
- Experience with information technology, including use of online resources and presentation software
- Able to work a flexible schedule, including evenings and occasional weekends

- Experience working with international populations is preferred
- Experience with career development and job search strategies is preferred
- Experience leading a team or a project is preferred

Compensation:

Commensurate with graduate salaries as established by the campus.

This position may be funded through federal work-study program, which is a type of financial aid. The successful candidate is expected to complete a 2018-2019 FAFSA application, if eligible, which may be accessed at www.fafsa.ed.gov to determine eligibility for the federal work study program.

Application Process:

Evaluation of applicants will begin immediately and continue until a qualified candidate is selected. Applications will be accepted through March 30th or until position is filled, whichever comes first. Interested candidates should submit a letter of interest and resume by email as a PDF or Word attachments to Un Yeong Park at park351@illiois.edu

Un Yeong Park
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