

**SUPERVISOR:** Associate Director of Career Development

**LOCATION:** APU East Campus - CCEL Building 22

**POSITION:** Graduate Assistant Career Consultant (GA Career Consultant)

**DEDICATED SPACE:** Shared

**USE OF PERSONAL LAPTOP:** Computer Provided (use of personal laptop allowed)

### **POSITION SUMMARY:**

The GA Career Consultant actively supports APU students and alumni through providing career development services within the Center for Career & Community Engaged Learning (CCEL). The GA Career Consultant's primary role is to serve as an assistant career consultant through conducting 1:1 consulting appointments, collaborating on campus wide resources, partnering with faculty and staff across all APU campuses, and supporting the Career Development team as a whole. The GA Career Consultant will work closely with their supervisor and others in the Career Development team to develop their consulting skills, career expertise, professional development prowess, and gain experience working within the field of student affairs. The GA Career Consultant is an integral member of the Career Development team within CCEL.

### **SPECIFIC RESPONSIBILITIES:**

- Conduct 1:1 consulting appointments with APU students and alumni (virtually, in-person, and over the phone):
  - Resume Review, Cover Letter Review, Job/Internship Search, Mock Interview, LinkedIn Profile Review, Grad School Search and Prep, CV and Advanced Resume Review, Career Exploration
- Facilitate and present Career Development Workshops to APU students, faculty, and staff across all campuses, designed to promote professional development
  - Approve workshop requests via Formstack and professionally communicate with APU community and the Career Development team
- Process Handshake requests in a timely manner in order to provide information and career opportunities to our students and alumni
  - Approve new employers, jobs, internships, and event requests/postings through Handshake, APU's career platform
- Collaborate with the Career Development team in developing and publishing campus wide resources:
  - Create, update, and design new and existing Career Development resources through researching current trends and publish on Handshake
- Support and participate in various career development events:
  - Career fairs, graduate school fairs, on-campus hiring events, University school and department open house events, etc.
- Support CCEL operations in providing administrative support for the center, primarily focused on career development services:
  - Exercise professional communication skills when answering office phone calls, responding to career service related emails, direct students to consulting appointments, etc.
- Support and collaborate with various CCEL and Career Development projects
- Other duties as assigned

**POSITION QUALIFICATIONS AND SKILLS:**

1. Must be a APU CCSD graduate student enrolled in a minimum of 3 units
2. Desire to gain experience and skills within the student affairs functional area of career development
3. Excellent written and oral communication skills
4. Adaptable in a fast-paced work environment while maintaining quality of work
5. Knowledge of Google Suite (i.e., Drive, Calendar, Slides, etc.)
6. Knowledge of Zoom and or Google Meets functions
7. Strong attention to detail
8. Ability to work and collaborate with a dynamic and diverse team
9. Ready to contribute unique strengths and think creatively
10. Prior experience in an office position working within a college/university environment or with college students in general is preferred
11. Awareness of APU career and community engaged learning opportunities (career services, service learning, study away, etc) \*\*helpful but not required.

**EXPECTED ATTENDANCE:**

- Weekly 1:1 meeting with Associate Director of Career Development
- Quarterly all staff trainings
- Some flexibility in accommodating workshop requests outside of normal office hours
- Some availability for evenings, weekends, various special events

**PHYSICAL, MENTAL AND VISUAL DEMANDS:**

- Office Equipment: Use of either IOS or Windows computers, telephone, print/copy machine.
- Physical Demands: Job requires extended periods seated at the computer; occasionally requires standing and lifting/carrying up to 20 lbs on event days, occasionally requires travel between APU Azusa campuses (East Campus and West Campus)
- Mental Demands: Frequently requires reviewing documents and providing feedback, communicating with students/staff/faculty via email/zoom, presenting/public speaking to classroom sized audiences, general reading and writing.
- Working Conditions: Comfortable, quiet indoor office environment.

**CAREER COMPETENCIES:**

This position offers professional development opportunities for [Career Readiness Competencies](#) including:

- Critical Thinking & Problem Solving
- Oral & Written Communication
- Teamwork/Collaboration
- Digital Technology
- Professionalism & Work Ethic
- Career Management

**DURATION AND HOURS:**

Part-time (up to 29 hours per week). Current office hours: Monday - Friday: 8 am - 5 pm

**QUESTIONS:**

If you have any questions, please contact the Career Development team: [career@apu.edu](mailto:career@apu.edu)

*Review of applications will begin immediately, and the position will remain open until filled unless otherwise stated. Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.*