

## **Career Center Graduate Assistant**

***Department:*** Career Center

### **Position Description:**

Under the supervision of administrators, the Career Center Graduate Assistant will assist with professional tasks that support the Baldwin Wallace University Career Center.

### **Major Internship Responsibilities:**

- Supporting career center efforts to prepare students/alumni with career search and preparation related tasks (interview preparation, resume building, etc.)
- Supporting career center efforts that build relationships with community employers
- Supporting career center efforts to encourage student career exploration and development
- Supporting career center events and initiatives
- Supporting career center outreach and social media presence
- Other duties as assigned