

Lewis & Clark College
Graduate Assistant Position Description

Position title: Graduate Assistant, Career Center

Supervisory Organization: Rocky Campbell, Career Center

Job Purpose:

The Career Center Graduate Assistant is primarily responsible for project management, implementation, and execution of the Career Center's yearly First-Destination Survey, reported externally for benchmarking purposes and used institutionally for assistance with marketing to prospective students and other assessment purposes. The Graduate Assistant will provide further support to the Career Center's programs, events, and digital initiatives. Qualifications to succeed in this position include: experience with research and data analysis; excellent time and project management skills; ability to work both collaboratively and independently, and an attention to detail. This position reports directly to the Director of the Career Center, working collaboratively with the Employer Relations Coordinator and other members of the Career Center team.

Prerequisites for Eligibility:

- Enrollment in the Student Affairs graduate program at the Lewis & Clark Graduate School of Education and Counseling during the term of service
- Experience with Microsoft Excel and/or Google Sheets
- Resume, uploaded
- Cover Letter, uploaded

Duties and Responsibilities:

- Managing the timeline of the launch of the survey, data collection, data cleaning, and final import to ensure an accurate database of responses is kept and transmitted to NACE by required deadlines
- Collecting and synthesizing data from survey non-responders using a variety of online research tools and outreach
- Assisting with outreach to campus partners who may help in collecting outcome information from survey non-responders
- Data cleaning and accurate data entry to maintain the most complete picture of graduates first-destination post-graduation
- Compile data in a time sensitive and secure way in order to maintain integrity of the first destination database
- Summarize and present findings to relevant members of Lewis & Clark Community
- Collaborate with Career Center team members to assist in updating Handshake
- Approving prospective employers, jobs, and internships per Career Center policies
- Maintaining confidentiality with student and graduate data
- Providing logistical and programmatic support for an active and vibrant student-centered office
- Create and support an atmosphere in which all areas of diversity are sensitively acknowledged, understood and celebrated.

Responsibility toward Diversity:

Ability to honor and work with all identities and individuals, particularly those who are underrepresented in the country and/or at Lewis & Clark College.

Schedule:

10 hours/week, Fall 2023, Spring 2024

Rate of Pay:

\$18.00 per hour

WORK STUDY REQUIREMENT:

- Not required