Graduate Assistant for Careers for the Common Good (CCG), this full-time graduate assistant position will report to both the Center for Career Development and Community Outreach in a joint effort to develop and promote Careers for the Common Good (CCG) at UConn.

Inspired by the UCONN’s commitment to developing active global citizens, Careers for the Common Good foster the pursuit of socially responsible career pathways that positively affect the community and society at large. CCG is collaboration among the Center for Career for Career Development, Office of Community Outreach and the Humans Rights Institute.

Characteristic Duties and Responsibilities

- Revise annual plan for each CCG initiative including, but not limited to goals, objectives, outcomes, and activities.
- Develop, coordinate and facilitate speakers, panels, information sessions and group site visits
- Coordinate Common Good Career Fair; coordinate facilities, market event to employers and students, communicate with employer representatives, and collaborate with campus partners to ensure proper execution of event logistics.
- Identify additional off- and on-campus recruitment activities of CCG organizations
- Coordinate and facilitate group meetings to support students seeking to learn more about CCG related careers, graduate programs and other post graduate opportunities
- Research CCG programs at peer and aspirant universities as well as colleges and universities with established programs
- Assess and evaluate program need, effectiveness, and efficiency; develop assessment tools, collect data; analyze data using quantitative and qualitative methodologies and develop reports as requested
- Participate in related departmental initiatives such as staff meetings, committees and retreats; chair/lead activities when deemed appropriate; assist with departmental initiatives such as career fairs, trainings, etc.
- Staff an alternative break service trip at least once per year
- Critique resumes and cover letters on a weekly basis
- May instruct a related 1 credit seminar course
- May supervise undergraduate student worker(s)
- Other duties as assigned

Minimum Acceptable Qualifications
1. Understanding of non-profit career fields and/or post-graduate service opportunities
2. Ability to create and maintain positive relationships with multiple stakeholders groups
3. Demonstrated ability in written and verbal communication
4. Experience working in diverse environments
5. Demonstrated planning and organizational skills
6. Ability in managing multiple tasks and projects
7. Demonstrated knowledge and skills in the use of personal computers and basic software programs
8. Public speaking and/or group facilitation experience
9. Willingness to work irregular and flexible schedule

Preferred Qualifications and Time Commitment
1. Proficiency with data management software such as excel and/or access
2. Self-starter and ability to work well with ambiguity
3. Availability to work summers before 1st and 2nd years of HESA program.
4. Supervision experience