2014-2016, Center for Career Development  
Graduate Assistant, Internship Resources Team

The Center for Career Development at the University of Connecticut is looking for a graduate assistant to work with their Internship Resources Team. The Team coordinates all internship and experiential learning activities within the department, and works with employers, faculty, and staff to help ensure that the internship search process is streamlined and easy to navigate for students seeking such opportunities.

The Graduate Assistant hired in this position will assist the Center for Career Development and the Internship Resources Team with many of their responsibilities, including but not limited to:

**General Center for Career Development Responsibilities**
- Conduct at least two hours of résumé critiques each week;
- Conduct at least two hours of cover letter critiques each week;
- Present career-related workshops to classes, student organizations, cultural centers, and other departments and entities on campus;
- Participate in weekly staff/consultant/professional development meetings; and
- Plan and execute a professional development program for the Center for Career Development staff once per year;
- Participate as part of the Practice Interview Team, based on departmental need and schedule.

**Internship-Related Responsibilities**
- Support the Center’s internship class by meeting with students, processing paperwork, communicating with students on site, developing assignments, and reviewing assignments;
- Work with employers to assure high-quality internship postings and experiences for internship course students;
- Support Internship Resource Assistants (student staff who are part of the Internship Resources Team) in projects such as data collection and management;
- Create and edit internship-specific documents for presentations, events, and online publication;
- Manage the Center’s Intern of the Year contest by marketing the program, gathering applications, and facilitating the selection process;
- Oversee the creation of a searchable bank of internship testimonials; and
- Assist in the development and delivery of Internship Presentations to classes, student organizations, cultural centers, and other departments and entities on campus.

**Minimum Qualifications**
- Excellent organizational skills and teamwork ability;
- Ability to take initiative and develop new ideas;
- Ability to adapt to new and changing environments and processes; and
- Exceptional communication skills including writing, editing, public speaking, and interpersonal abilities.

**Preferred Qualifications**
- Prior experience developing relationships and conducting outreach;
- Excellent computer skills including database management and use of excel;
- Experience utilizing the LinkedIn social media platform;
- Prior experience as a student intern or in a professional setting.