Career Services Graduate Student Staff Assistant  
Open GSSA Position – Fall 2016

POSITION DESCRIPTION
The two GSSAs selected for this position will work for the School of Social Work Office of Student Services. These positions will assist the Career Director in all areas of career services for the MSW Program.

POSITION RESPONSIBILITIES
- Serve as contact for MSW student resume and cover letter development. Meet with MSW students to review resumes and cover letters.
- Coordinate annual networking trips to Washington, DC, San Francisco, and Chicago. GSSAs must be available to travel to these events during Fall Break, Spring Break and between the Winter and Spring/Summer semesters.
- Gain familiarity with print and on-line resources, including assessment tools and career exploration and job search resources.
- Work with the Career Director to develop and implement career services workshops – i.e., job searching, resume writing, licensing/exam preparation, etc.
- Coordinate career services alumni events when necessary. Conduct event planning when necessary.
- Maintain database of student inquiries, contacts and meetings.
- Distribute and collect the annual alumni career survey.
- Assist the Career Director in collaborating with other units on campus in planning annual campus wide career fairs. Serve as liaison in Career Director’s absence.
- Development/improve the new career services webpage.
- Create and distribute announcements re: professional opportunities and job postings.
- Assist with prospective student visits, as needed.
- Assist with additional projects, as needed.

POSITION FUNDING
This position includes a full tuition waiver, stipend of approximately $13,815 (dispersed over eight months) and eligibility to participate in the University-sponsored health insurance plan. The appointment is for Fall 2016 and Winter 2017 (renewable for additional terms based upon satisfactory performance and good academic standing).

Please note: If you are selected as a GSSA, the GSSA award replaces any current scholarship and/or grant offer from the School of Social Work.

POSITION TIME COMMITMENT
The GSSA position is .35 FTE, requiring approximately 16.5 hours each week (246.5 total hours during both Fall/Winter semesters). Work may be completed during business hours, evenings and some weekends; schedule to be negotiated with supervisor. Due to the requirement of this position the GSSA must agree to enroll in an extra term of study (5 terms for 16 & 20 month students, 4 terms for advanced standing students). The extra term will allow for the GSSA to fulfill the requirements of the positions in addition to coursework and field requirements for the MSW program. GSSAs must be available to work during the spring/summer term. Note: The student selected for this position will receive a special course advising session each term to ensure that they are enrolling in an appropriate amount of credits to allow time for the requirements of the GSSA position.
APPLICATION INFORMATION
To apply for this position, please submit a cover letter and resume to:

University of Michigan School of Social Work  or  careergssa@umich.edu
Attention: Michelle Woods
Career Services GSSA
1748 SSWB
1080 S. University
Ann Arbor, MI 48109-1106

All materials must be submitted by Monday, February 1, 2016.

Preferential consideration will be given to applicants who are matriculating into the MSW program with plans to begin the MSW Program in Fall 2016. All postings are contingent upon course enrollment for Fall 2016 and Winter 2017.

SELECTION CRITERIA
• Excellent academic background.
• Demonstrate a strong command of written and oral communication skills.
• Extent of prior relevant experience (student/career services, campus mentoring programs, resident advisors, etc).
• Experience with database programs and computer software (Microsoft Office, Publisher).

DESired QUALIFICATIONS
• Experience in career services or academic/student advising.
• A strong commitment to social justice values.
• Experience working with diverse populations.
• Project management or program planning experience.

SELECTION TIMELINE
Late February 2016  Selected applicants will be contacted to interview for position.

Mid-March 2016  Offers made to selected applicants.

For questions regarding this posting or the selection process please contact Michelle Woods: micwoods@umich.edu or 734-647-2544.