PROGRAM OVERVIEW
Career Services is a department within the Division of Student Affairs at East Carolina University. Our mission is to support and empower students in their career development to succeed as professionals in a global community.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of nearly 27,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, crisis management, mediation and conflict resolution, diverse cultural appreciation, and helping skills. While it is preferred that the applicant has experience related to Human Resources, Public Administration, Business Management, Communications/PR, it is not a requirement.

SCOPE OF POSITION
Provide administrative and strategic support for the goals and objectives of the Cooperative Education (CO-OP) program; conduct group presentations and information sessions to students. Represent CO-OP program at university-sponsored events; coordinate special programs and events. Develop marketing materials, and program processes and procedures.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff; conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.

RESPONSIBILITIES

- Assist ECU CO-OP Administrator with daily program administration and oversight
- Update student, employer, and administrative CO-OP information through ECU CareerNet
- Facilitate and maintain communication with students, employers, and administration in relation to ECU CO-OP
- Address student, employer, faculty, and administrative questions and emails.
- Represent the CO-OP program at university sponsored and campus-wide events.
- Disseminate information regarding student and employer evaluations, CO-OP positions, service updates, and event notifications.
- Create and maintain accurate records and data collection processes
- Develop marketing materials for publication (online and print)
- Understand CO-OP work flow processes
- Conduct one-on-one career advising sessions with students that may include resume writing/critiques, interview preparation, job & internship search strategies, cover letters, correspondence, career exploration, assessments and general inquiries.
- Assist Career Services staff in coordination and execution of special events and programs such as career fairs, employer information sessions, on campus interviews, and practice interview training.
- Maintain documentation of student appointments and presentations.
- Provide information to Career Services by collecting, analyzing, and summarizing data and trends.

DATES OF EMPLOYMENT & COMPENSATION

- Work 20 hours per week between August 17, 2016 – May 5, 2017
- Salary is $7,000 per academic year ($3,500 per semester)

APPLICATION PROCESS
Apply for this position via the website [www.ecu.edu/SAgarp](http://www.ecu.edu/SAgarp). Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number and email address. For additional information about this specific Graduate Assistantship, contact Nadirah Pippen, pippenn@ecu.edu or 252.328.6050.