EXAMPLE OF RECOMMENDED JOB POSTING STANDARD
Example 1 of 2

Brief description of the non-academic unit: The Center for Career Development delivers comprehensive, innovative, and inclusive programs and services for all students. We cultivate connections to campus and community partners promoting opportunities for students to become contributing members of the state, national and world communities.
Campus location(s) of non-academic unit: Storrs, CT
Graduate Assistant Job Title: Graduate Assistant for Graduate Student & Postdoc Career Programs and Services

Position Summary: To partner on support and development of career services provided to graduate students throughout the University of Connecticut
Duration of the position: August 23, 20XX - May 22, 20XX (GEU academic year contract dates)
Hours: 20 hours per week (and mention of any flexibility in hours)

Work location: Wilbur Cross Building, UConn - Storrs Campus
Name and title of individual providing supervision: Janelle.Husky@Uconn.edu, Associate Director of XYZ

Three (3) Primary [Career Readiness Competencies](#) Associated with this Role Include: Communication | Critical Thinking | Teamwork

Responsibilities:
- Partner with Assoc. Dir. to increase opportunities for graduate students to gain skills and knowledge to increase their marketability as competitive job applicants
- Prepare for Fall Expand Your Career Options and Employer Insight career diversity programs
- Create and deliver core workshop and program content to graduate students as needed (in-person and using webinar technology)
- Communicate career development opportunities to graduate students and postdocs on various channels
- Provide logistical support for graduate student and postdoc workshops and programs, and other required events (career fairs, expos, etc.)
- Update older presentations using newer technologies
- Provide consultation on, and share in content development, adding career prep modules to Center's offerings on HuskyCT
- Participate in launch of Inclusive Career Conversations Training and refinement of learning modules
- Attend departmental staff and committee meetings with direction from supervisor, including Student Affairs team meeting at The Graduate School
- Co-manage Doctoral Career Community including writing monthly blog post content
- Engage in new program development as advised by supervisor
- Act as co-liaison to campus partners as directed by supervisor

Minimum Qualifications:
- Experience creating, marketing, and delivering programs
- Ability to easily learn and use new technology to achieve goals and deliverables
- Experience working in an ever changing and collaborative environment

- Comfortable interacting with graduate students from a range of academic fields of study
- Familiar with assessment and/or needs analysis, use of Qualtrics and reviewing data
- Proficiency in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Docs/Forms through project work in and outside of the classroom
- Organizational skills – with emphasis on planning
- Written and oral communication skills demonstrated in project work in and outside of the classroom

Preferred Qualifications:
- Experience using authoring tool like Articulate to create training content
- Experience using Blackboard or Moodle learning management systems with content developer role

Education and Prior Experience Requirements:
Pursuing doctoral degree at the University of Connecticut with preferred focus outside of STEM field

Application Steps & Materials
Please submit all application materials by email to Janelle.Husky@Uconn.edu with the Subject line: Application GS/PC Position

Include the following materials
1. Cover letter with information about why you are interested in this position and an example of ways that you have used learning management systems
2. CV
3. Two (2) references including how the individual knows you and contact information
4. Transcript(s) from your graduate education (unofficial transcripts are fine)
5. A 200 word limit writing sample that announces a program you would like to deliver

Application deadline: _____ Interviews will begin the week of: _____

Compensation and Benefits Statement
Compensation & Benefits: Stipend consistent with UConn Graduate Employee Union (GEU) rates and successful candidate's level of education. Stipend rates can be found here. See the GEU contract for other generous benefits provided, including paid time off, tuition remission, and subsidized health insurance through the Connecticut Partnership Plan.

The University of Connecticut is an AA/EEO employer.

Questions may be directed to: (Identify name and contact information)