Please Note: On-Grounds Interviewing (OGI) positions should be entered in the On-Grounds Interviewing (OGI) section.

Position Information

<table>
<thead>
<tr>
<th>Recurring Job</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Start Date</td>
<td>August 25, 2015</td>
</tr>
<tr>
<td>Job Function</td>
<td>Other</td>
</tr>
<tr>
<td>Industry</td>
<td>Other</td>
</tr>
<tr>
<td>ID</td>
<td>62177</td>
</tr>
<tr>
<td>Position Type</td>
<td>Work Study (students must qualify for Federal Work Study Award)</td>
</tr>
<tr>
<td>Title</td>
<td>Graduate and Professional School Advising Student Assistant</td>
</tr>
</tbody>
</table>

Job Description: The mission of University Career Services (herein UCS) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. This position serves on the Graduate and Professional School Advising (GPSA) Team which functions within UCS to offer pre-health, pre-law, and graduate school advising to all UVa students.

Duties: Will work closely with the Graduate and Professional School Advisors to provide a wide range of services to UVa students preparing for health professional programs, law school, or graduate school. Specific tasks include, but are not limited to:

- Maintain the Pre-Health Advising and Pre-Law Advising blogs per the GPSA marketing calendar
- Perform research to find articles, stories, resources, or other relevant content to develop timely web and listserv resources for students
- Develop and produce digital media content regarding GPSA topics
- Provide publicity of GPSA services to students across Grounds during events or classes
- Represent GPSA at relevant events across Grounds
- Develop and give presentations on GPSA topics to student groups when requested
- Design and/or prepare publicity and advising resource materials
- Assist with transition to launch of new website, branding materials, and communication tools
- Assist in development, coordination, and presentation of resources and materials for future GPSA programs
- Other duties as assigned

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

How to Apply: Resumes will be accepted online via CAVLink through Friday, August 14, 2015. Top candidates will be contacted no later than Friday, August 21, 2015 in order to schedule on-site interviews.
**Resume Receipt:** Accumulate Online, Other (enter below)

**Posting Date:** April 8, 2015

**Expiration Date:** August 14, 2015

**Qualifications:**

***MUST QUALIFY FOR FEDERAL WORK STUDY TO BE PAID - Please contact Student Financial Services at 434-982-6000 or [http://www.virginia.edu/financialaid/workstudy.php](http://www.virginia.edu/financialaid/workstudy.php) to inquire about eligibility. (Volunteer options may be available to excellent candidates who do not qualify for federal work study)***

Position is 8 - 10 hours per week to be scheduled within the timeframe of 8am - 5pm, Monday - Friday, with occasional evening hours; flexible with class schedule

- Strong organizational, communication (written and verbal), project management, and interpersonal skills required
- Dependable, self-started who is comfortable taking initiative or working in collaboration with others
- Enthusiastic personality and strong presentation skills
- Experience with Microsoft applications and social media platforms including but not limited to Twitter and Blogger
- Accuracy and attention to details needed
- Interest and experience with graphic design a plus

**Salary Level:** Commensurate with the Federal Work Study Pay Plan

**Is this position paid?** Yes

**Location:**

- Nation Wide
- No
- City
- Charlottesville
- State/Province
- Virginia
- Country
- United States

**Automatic Application Packet Generation:** No

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