Graduate and Professional School Advising Student Assistant

University of Virginia

Posted: Mar 27, 2015

JOB FUNCTION: Other

DESIRED START DATE: May 18, 2015

DESCRIPTION

SUMMER OPPORTUNITY FOR U.VA. STUDENTS INCLUDING MAY 2015 GRADUATES - 8 to 10 hours per week (Position starts as early as the week of May 18, 2015 and ends as late as the week of August 10, 2015)

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 Advisor 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 during first year and transfer student summer orientations
• Design and/or prepare publicity and advising resource materials
• Assist with transition to launch of new website, branding materials, and communication tools
• Represent GPSA at relevant events across Grounds
• Assist in development and coordination of resources and materials for future GPSA programs and presentations
• Other duties as assigned

LOCATION

Nation Wide

No
City
Charlottesville
State/Province
Virginia
Country
United States

POSITION TYPE

Internship, On-Grounds/Non-Work Study, Part Time

SALARY RANGE

$9-$10 per hour depending on qualifications

QUALIFICATIONS

OPPORTUNITY IS FOR U.VA. STUDENTS INCLUDING MAY 2015 GRADUATES

• Enthusiastic personality
• Dependable, self-starter who is comfortable taking initiative and working in collaboration
• Detail-oriented with strong written and verbal communication skills
• Experience with Microsoft applications, internet browsers
• Experience with social media platforms including but not limited to Twitter, Blogger, and Pinterest
• Interest and experience with graphic design is a plus
• Interest in health or law professions career is a plus, but not necessary

CONTACT INFORMATION

contact - information hidden per user request

How To Apply

Please apply by submitting a resume on/before April 15, 2015 to jgb5u@virginia.edu

Jessica Bowers
Graduate & Professional School Advisor
University Career Services (UCS)
University of Virginia

Important Dates

Posted On: March 27, 2015

Applications Accepted Until: April 15, 2015

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