

## Center for Career Development

### Career Exploration and Campus Engagement Graduate Teaching Assistant

**Position:** Graduate Assistant for Career Exploration and Campus Engagement in the Center for Career Development. The position provides an excellent opportunity to gain experience with college students, individually and in groups. Develop skills in career counseling, teaching, presenting, and outreach.

**Qualifications:** Doctoral or masters student in Counseling Psychology, Counselor Education or related discipline with course work in career development. Experience working with individual students and groups is required. Presentation experience and knowledge of instruments such as the Strong Interest Inventory, Myers-Briggs Type Indicator, and CliftonStrengths Finder is helpful. Strong computer skills are expected. Must have a commitment to the concept of career counseling as an integral part of the educational process at the university level.

**Job description:** Provide individual career guidance using the Strong Interest Inventory, Myers-Briggs Type Indicator, CliftonStrengths Finder and other instruments. Teach Counselor Education 205 (Exploring Majors and Careers) class to undergraduate students each semester. Facilitate presentations to First Year Studies 101 classes and other similar groups. Develop and facilitate a workshop on a career-related topic each semester. Market the Center for Career Development to students through classroom presentations and participation in orientation and admissions events. Assist staff in maintaining and creating resources such as *What can I do with this Major?* Present to high school and community programs when appropriate. Assist with career fairs and other office events as needed.

Learn more about the office at [career.utk.edu](http://career.utk.edu)

**Work schedule:** Twelve-month appointment, 20 hours per week. \$1,300/month  
\$15,600/annual, beginning summer 2018

**To apply:** Send a resume and cover letter to:  
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