Graduate Assistantships in the Graduate School of Arts and Sciences  
Career Development Office

GSAS Compass is seeking to hire two students for the 2020-2021 academic year (see position descriptions below). The office welcomes students from all Arts and Sciences graduate degree programs to apply.

Graduate Assistants will report to the Associate Director of Graduate Career Development, and will work closely with the Director. They will also have the opportunity to collaborate with and learn from GSAS Alumni Relations and Communications staff.

Both positions are remote with flexible hours (5-10 hours/week), but graduate assistants must be available to meet with Compass staff 1-2x/week for one hour during normal business hours (M-F 9-5, Eastern Time). Appointments will be for the 2020-21 academic year, with the possibility of continuing. Graduate Assistants will be paid $25 per hour.

General qualifications:
- Current MA or PhD student actively enrolled in an Arts and Sciences degree program and in good academic standing
- Excellent writing and editing skills in English
- Excellent research skills and ability to synthesize and communicate findings clearly
- Superb attention to detail
- Ability to multitask and meet deadlines
- Must be authorized to work up to 10 hours/week in an on-campus position

POSITION DESCRIPTIONS

Position #1: Career Development Communications Graduate Assistant
The Career Development Communications Graduate Assistant will support a variety of web-based, print, and other communications within Compass. Projects include:
- Drafting social media posts
- Helping to create career resources, tip sheets, and sample job application materials
- Collating content and writing copy for biweekly newsletter
- Serving as a student liaison and generating ideas for communicating effectively with diverse GSAS student body
- Assisting with other communications as needed.

Additional qualifications:
- Interest in communications, higher education administration, and/or career development
- Experience in web design, graphic design, and/or writing for nonacademic audiences

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Position #2: Career Development Programs Graduate Assistant
The Career Development Programs graduate assistant will assist the director and associate director in planning and administering programming for the 2020-21 academic year. Please note that all programming will be conducted virtually in Fall 2020. Projects include:
• Assisting with logistics for GSAS Compass programs and events (helping with event registration, setting up Zoom meetings, creating Zoom breakout groups, reporting on event registration, and attendance, etc.)
• Surveying master’s and doctoral students about career development needs and reporting results
• Serving as a liaison between GSAS’s diverse student body and GSAS Compass to represent student needs
• Helping to generate ideas for making virtual workshops engaging and productive
• Researching GSAS alumni and other guest speakers for networking events, career panels, and workshops

Additional qualifications:
• Interest in program management, higher education administration and/or career development
• Experience in teaching and/or designing and running educational/training programs

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