

Application Information and Process

CAREER ADVISOR

THE FLORIDA STATE UNIVERSITY CAREER CENTER

CAREER ADVISING, COUNSELING AND INSTRUCTION

Description: The Career Advisor Graduate Assistantship was created to help students who have successfully been accepted in the Career Counseling MS/EdS program or Combined Counseling Psychology and School Psychology PhD program. The FSU Career Center provides a limited number of assistantships for scholars who are entering a MS, EdS, or PhD program in a counseling related field each Fall semester. It provides a stipend and tuition waiver from the College of Education on a semester by semester basis in accordance with the [Graduate Student Union Collective Bargaining Agreement](#).

As part of the program, each student will be expected to arrive in-person on FSU's campus to complete a paid Career Advisor training in August, one week prior to the beginning of Fall Semester, as well as provide Career Advising under a qualified Career Center staff member's supervision. Since this program is intended to increase enrollment in programs that support the field of Career Advising and Counseling students with a clear interest in the field are preferred and will be strongly considered.

Deadline: The deadline is April 1, 2024. All application materials must be received by the FSU Career Center's Senior Assistant Director for Career Advising, Counseling, & Instruction by the deadline to be considered. Only complete applications will be reviewed and considered.

Application Instructions: Submit the following Application Material to Erin Bennett, Senior Assistant Director of Career Advising, Counseling and Instruction at erin.bennett@fsu.edu and copy (CC) Laurel Alfson, Program Associate lra04@fsu.edu. Include in email – **Subject Line:** “Career Advisor Application 2024 – Applicant First & Last Name”

Provide the following information in the body of your email with your application material:

- What academic graduate program have you been accepted to and/or are in currently?
- What year in your academic program will you be in during the Fall 2024 semester (e.g., first year, second year, etc.)?
- Masters student candidates – what semester is your current anticipated graduation?
- Doctorate student candidates – what semester do you anticipate beginning your internship that will potentially have you leaving Tallahassee?

Provide the following attachments to the email in PDF form:

- Resume or Curricula Vita
- Cover Letter addressed to Erin Bennett (Due to the nature of the prompts, cover letters can be two-pages)
 - Indicate your short and long term academic and professional goals.
 - Describe your view of the benefits of career advising and counseling.
 - Explain how your graduate academic program of study, experiential learning, or research will contribute to enhancing the field of career development, career counseling and advising, or career services.
 - Describe how previous experiences have prepared you for graduate education, including balancing academic rigor, your assistantship, and personal wellness.
 - How will this assistantship aid in you reaching your professional goals?

- Minimum of three references
- This Career Advisor Application Information and Process document signed

Notification: First round candidates will be contacted by email to schedule an on-campus or virtual interview during the weeks of April 8th – 26th. Offer letters will be sent after interviews. **Wait-list:** In the instance that assistantship offers are not accepted, students who are next on the candidate list will be notified.

Questions and Correspondence: Please submit all questions and correspondence to Erin Bennett, Senior Assistant Director for Career Advising, Counseling, & Instruction at erin.bennett@fsu.edu

My signature confirms that the information provided on the Career Advisor Graduate Assistantship Application is complete and accurate. I understand that any portion of the application package that is incomplete will result in the disqualification of my application. Additionally, by submitting this application, if offered a position and accepting the position, I am available for Career Advisor in-person training one week prior to the start of the Fall 2024 semester in August.

Applicant Print Name: _____

Applicant Signature: _____ Date: _____