

COUNSELOR IN TRAINING (CIT) GRADUATE ASSISTANT POSITION DESCRIPTION

FLORIDA STATE UNIVERSITY CAREER CENTER

CAREER ADVISING, COUNSELING AND INSTRUCTION

<https://career.fsu.edu/about-us/employment-at-the-career-center>

The primary responsibility of the Career Advisor assistantship is to provide superior career advising to all students, alumni, and community members through the FSU Career Center drop-in, brief-staff assisted model in the Career Center Library. Career advising services focus on the development of self-knowledge, exploration and identification of occupation options, career decision making, and metacognitions related to career decisions and development. This assistantship offers experience in career advising, public speaking/presenting, and supervision, while providing opportunities for teaching, and research, and evaluation.

RESPONSIBILITIES

- Provide drop-in career advising, a comprehensive drop-in career advising position description is available. (*8-10 hours/week*).
- Gain involvement in Career Center activities, career fairs, serve as backup or standby to career advising shifts while completing administrative tasks at the Career Center as assigned by the Career Advising, Counseling, and Instruction team. Example tasks are described below: (*5-10 hours/week*):
 - Monitor waiting room while completing other administrative counseling related tasks prioritized with your supervisor.
 - Assist with administrative tasks related to counseling (e.g., processing the wait list, scoring the Career State Inventory, sending emails related to the CC-Appointments email, and managing the CC-Appointments Zoom)
 - Assist with additional events and other duties/activities as needed.
- Provide individual career counseling appointments (*2 hours/week*)
- Provide a scheduled general career advising appointment or a mock interview (*1 hour/week*)
- Receive weekly individual supervision (*1 hour/week*)
- Attend staff meetings on Mondays from 9-10:30 am as professional development and training opportunity and share relevant information back to career advisors (*1.5 hours every other week*). Applicants unable to attend this meeting in-person will receive reduced priority in the evaluation process.
- Attend weekly **required** professional development team meetings every Friday 1:30-2:30 pm (*1 hour/week*). Applicants who cannot make this meeting in-person will not be considered.
- **Additional opportunities include:**
 - Delivery of career and professional development information, and providing experiential education outreach workshops for student organizations and classes, as well as to groups visiting FSU and the Career Center.
 - Collaborate with the Experiential Learning and/or Employer Relations team through committees, task-force participation, and projects.
 - Assist in research related to Career Advising and Counseling, and contribute to scholarship through participating in professional presentations or article development and submission.

QUALIFICATIONS

- Admitted in a FSU Graduate Program (Preferably Career Counseling MS/EdS and/or Combined School and Counseling Psychology PhD or other programs in Anne's College of Education, Health, and Human Sciences)
- Knowledge of Cognitive Information Processing (CIP) Theory and experience with the FSU Career Center by the time of hire (fall semester) in either an assistantship, internship, practicum, or teaching capacity.
- Ability to utilize appropriate communication styles to relate to varied constituents
- Ability to communicate effectively, including active listening, as well as both verbally and in writing
- Ability to work independently as well as within a team
- Ability to receive constructive feedback and follow instructions related to assigned duties and activities
- Strong time management skills
- Skilled in the use of computers and appropriate software i.e. Excel, PowerPoint, Teams, Canvas, Zoom etc.

Directions on how to apply can be found on the Application Information and Process document at:
<https://career.fsu.edu/about-us/employment-at-the-career-center>

For more information regarding this position, please contact Erin Bennett, Senior Assistant Director of Career Advising, Counseling, and Instruction at erin.bennett@fsu.edu or call (850) 644-8685

THE FSU CAREER CENTER

<https://career.fsu.edu/>

Nationally recognized for its comprehensive career services, the Florida State University Career Center prepares students for life after graduation. With career planning resources such as career advising, individual career counseling, employability skills workshops, mock interviews, and a career development course, The Career Center provides students with the resources to help them make a successful transition to their next destination. Linking students directly with employers and graduate or professional schools. The Career Center also offers on-campus recruiting opportunities, career fairs, job listings, an online career portfolio, and a powerful network of Florida State alumni, parents, and friends of the University. Located in the state-of-the-art Dunlap Success Center, The Career Center engages with over 30,000 students every year, helping them discover their unique interests and preparing them for career success.

THE CAREER ADVISING, COUNSELING & INSTRUCTION TEAM

<https://career.fsu.edu/about-us/staff-directory>

While providing career services to Florida State University students, alumni, and community members, the Career Advising, Counseling and Instruction Team of the FSU Career Center also provides education and practical training to future career counselors, psychologists, researchers, and supervisors.

FLORIDA STATE UNIVERSITY – AN OVERVIEW

<https://www.fsu.edu/>

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Florida State University is a national leader in the number of doctorates awarded to African-American students and in the graduation rate of African-American undergraduates. Its College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students.

DIVISION OF STUDENT AFFAIRS

<https://studentaffairs.fsu.edu/>

The Division of Student Affairs collaborates with students, faculty, and staff to create welcoming, supportive and challenging environments that maximize opportunities for student learning and success. Through high quality programs and services, the Division staff facilitates student development, celebrates differences, and promotes civic and global responsibility.

We envision a Florida State University where students, faculty and staff embrace an inclusive learning community with respect, responsibility and acceptance for all cultures. Graduates will make meaningful contributions to a global society through character, competence and integrity. They will make ethical decisions and be committed to a life of service and leadership.

GRADUATE STUDENT UNION:

<https://www.fsugau.org/>

United Faculty of Florida - Florida State University - Graduate Assistants United (UFF-FSU-GAU) represents and advocates for the interests of its members and all GAs at Florida State University.

CITY OF TALLAHASSEE:

<http://www.visittallahassee.com/>