

## Career Advisor Application Information

### Career Advising, Counseling and Instruction, The Florida State University Career Center

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. Interested students are invited to apply. 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 14, 2023. 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 in PDF form to Erin Bennett, Senior Assistant Director of Career Advising, Counseling and Instruction at [erin.bennett@fsu.edu](mailto:erin.bennett@fsu.edu) Include in email – Subject Line: “Career Advisor Application – *Applicant First & Last Name*”

- Resume or Curricula Vita
- Cover Letter address to Erin Bennett
- Minimum of three references
- Career Advisor Application Information document signed
- Statement of Intent addressing the following prompts (limited to two pages, 10-12 point font, double-spaced):
  - 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?

Please 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 2023 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?:

**Notification:** Candidates will be contacted by electronic mail to schedule an on-campus or virtual interview by May 1, 2023, and 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 by June 1, 2023.

**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](mailto: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 2023 semester in August.

Applicant Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_