

Full Position Description

Brief Overview of the Department/Program:

[The Elon Student Professional Development Center](#) (SPDC), located in Moseley Center – the hub of Elon’s campus – supports the mission, academic programs, and advancement of Elon University. The Elon SPDC assists students and alumni in understanding their career-related interests, individual preferences, strengths, and values. The SPDC supports students in understanding how to conduct an effective internship, job, or graduate program search, for the ultimate purpose of pursuing meaningful careers over a lifetime. The Graduate Apprentice for Career Development will sit within the Love School of Business [Porter Family Professional Development Center](#), a satellite office of the SPDC, but will serve all populations and majors of students at Elon.

Position Description: The Student Professional Development Center Graduate Apprentice will report to the Associate Director of Career Services and will assist in all areas of undergraduate career development. More specifically, they will engage in career advising, career development programming and events, employer relations, best practices research, marketing, and community outreach efforts (in-person and online), and other administrative duties. This role will be exposed to, and gain relevant experience in, the various functional roles of a successful career services office including: career advising, employer relations, assessment and data collection, and strategic communications/marketing.

Student Advising

- Advise students representing *all undergraduate majors* one-on-one on career and major exploration, resume and cover letter preparation, interview techniques, and networking skills through scheduled appointments
- Conduct brief (10-15 minute), one-on-one, “Drop-in Hours” appointments with students across campus and in residential communities
- Facilitate career development and professional development conversations with various student clubs and organizations, living learning communities (LLCs), and identity groups across campus
- Support career advising team through offering classroom presentations and student organization workshops on topics related to career development and professional identity

Employer Relations

- Assist the Recruiting and Event Manager with employer engagement events such as the Job & Internship Expo, Social Impact Fair, on-campus recruiting, and employer information sessions
- Gather and record post-graduation, first-destination outcome data
- Accompany Corporate and Employer Relations team on local employer site visits and meetings (at least once per academic year)

Career Development Programming & Leadership

- Either co-teach or support Transition Strategies (career development) 1-hour for-credit class

- Facilitate workshops and panels on resume writing, job/internship search, and networking
- Serve as a career development programming liaison to at least one (1) key student life offices across campus such as the Center for Race, Ethnicity, & Diversity Education (CREDE); Residence Life; Living Learning Communities (LLCs); etc. Office(s) of collaboration will be created in conjunction with GA's unique interests
- (If course runs) Co-teach spring semester Aspire to be Hired (BUS 272) 1-hour, credit bearing career development course designed for Love School of Business students.
 - Oversee hiring, training, and on-boarding process for Teaching Assistants prior to the start of the course and support each TA throughout semester during one-on-one meetings and biweekly all-team meetings
 - Grade and provide feedback on student assignments utilizing Moodle
- Develop an independent "passion project" which will be presented and shared during the 2nd year of the apprenticeship. The first year will be an opportunity to deepen knowledge areas and understand apprenticeship responsibilities.

Professional Development: The Graduate Apprentice will be fully supported and have the opportunity to engage in multiple professional development activities. The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, the SPDC will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with \$1250 in professional development funding (subject to budget approval). During both years of the program, the SPDC will provide the apprentice with membership in one relevant professional association. The first year of the apprenticeship will be focused on exploration of professional networks with the intention to create and submit a proposal to a local conference to present at for their second year of apprenticeship either independently or with another colleague. These efforts will be fully supported by their supervisor.