



Boston University Center for Career Development

Yawkey Center for Student Services
100 Bay State Road, Sixth Floor
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www.bu.edu/careers

Student Engagement Graduate Assistant

The Center for Career Development works to empower all students and alumni to make intentional decisions about their professional futures, build connections with employers, and adapt to a changing world at BU and beyond. The Student Engagement Graduate Assistant will work closely with the Student Engagement team to support the Career Ambassador Program.

Position Responsibilities:

- Provide one-on-one mentorship to twenty undergraduate student employees in the [Career Ambassador Program](#).
- Support the Career Ambassadors in their event planning and social media efforts.
- Train Career Ambassadors on relevant career services skills including public speaking, peer outreach, resume reviewing, email etiquette, and more.
- Support the Student Engagement Manager on special projects and events as they arise.
- Assist in managing the Career Ambassadors through scheduling shifts and presentations.
- Support diversity, equity, and inclusion efforts including outreach to identity-based student groups and offices.
- Contribute to [resume and cover letter review drop-ins](#) and [workshops](#) as needed.

Potential Additional Projects *(subject to change):*

- Lead the development and facilitation of a career-oriented project or event over the course of the academic year.
- Co-coach special projects with a professional staff member and a small team of Career Ambassadors.

Through training and hands-on learning, the Graduate Assistant may develop skills and competencies in the following areas, in addition to others based on interests and career goals:

- Critical thinking through advising and/or counseling students in 1:1 appointments.

- Leadership and communication in developing and delivering career-related programs and assisting in the supervision of a team of undergraduate student employees.
- Technology in understanding how data is used in career services to inform decision-making.
- Teamwork with CCD staff, campus partners, students, alumni, and employers for outreach, programming, and other projects.
- [Equity & Inclusion](#) through the CCD's mission to empower students and alumni of all identities and experiences as they build career readiness competencies and engage in lifelong career learning and development.

Qualifications:

- Must be enrolled in a Boston University graduate program (students beginning Fall 2024 are welcome to apply).
- Must be able to work in person at the Yawkey Center for Student Services (100 Bay State Road) with potential for a hybrid schedule.
- Ability to interact collaboratively and build relationships with a variety of populations, including CCD team members, students, campus partners, and alumni.
- Excellent oral, written, public speaking, and interpersonal communications skills.
- Skills in advising, mentorship, and/or student support.
- Strong organizational and time management skills.
- Proactive, self-motivated individual with an interest in career development and career readiness.
- Ability to learn new technologies, such as Handshake (BU's online hub for career resources) and other career tools and platforms.
- Adhere to the policies and regulations of the CCD and BU.

Length of Position: August 28, 2024 – May 2, 2025 (includes time off for all BU holidays including Spring Break and Intersession). Start and end dates are negotiable.

Time Commitment: Maximum 20 hours per week

Compensation: \$25/hr

Students can apply via [JobX](#) using Job ID: 6789 and Job Title: Program Assistant