Vanderbilt Peabody Career Services  
Graduate Assistant  
Apply by submitting your resume to pcs@vanderbilt.edu by February 7, 2015.

**Graduate Assistant Key Areas of Responsibilities**

The PCS graduate assistant (GA) is crucial for completing key administrative functions to assure optimal program implementation for this office.

The GA implements communication, outreach, and programming. Projects to be completed by the GA include:

- Monthly Newsletter – utilizing MyEmma newsletter program to assemble the newsletter, write copy, insure articles are submitted and distribute newsletter to all students
- Event planning for over 20 major events – Logistics include catering, room reservations / setup, photography and advertising
- Technology – Implements online social media plan to include Facebook updates, LinkedIn job postings, LinkedIn group management and scouting for career-related articles
- Communication – Manage office email account and conduct triage to assure students needs are met, manage staff calendars
- Assessment – implement assessment plan which includes sending surveys to participants, analyzing and compiling results and tracking attendance

Competencies needed for position include:

- Managing and measuring work
- Drive for results
- Time management
- Presentation skills as expressed in written work and verbally
- Creativity
- Career ambition
- Dealing with ambiguity

Skills necessary for success include:

- Attending to detail
- Working alone
- Building and manipulating spreadsheets and large data sets
- Analyzing data and writing reports
- Managing logistics
- Possessing intermediate skills in Microsoft Office Suite including Access
- Expertise with social media communication (Facebook, LinkedIn)
- Designing and revising website content
- Willing self-starter with ideas to test and try

**Compensation:**

- $16/hour for 20 hours per week during the semester