

**Rider University**  
**Career Development and Success- Employer Relations**  
**Graduate Assistant – TWO POSITIONS (Application opens 1/23/22)**

Career Development and Success has TWO open positions for Graduate Assistants starting in late August 2023. These positions will be reporting to the CDS Assistant Director. The positions require the GAs to work 20 hours per week (four days @ 5 hours a day, Monday - Thursday). In addition to this, the department will cover tuition expenses for two courses each semester (12 credits for the academic year) for each graduate assistant.

If you are selected for this position, please note that appropriate attire for this office is business casual during work hours. This position is contingent for renewal for spring 2024 pending performance evaluation / review at the end of fall 2023. This position is based out of BLC 237 and is an in-person role. The position will require evening and weekend hours for certain programming throughout the semester.

**GA Responsibilities:**

- Career Fairs and Career Week
  1. Assist in the planning and execution of all career fairs
  2. Assist in the planning and execution of all career week events
  3. Collect, compile, and summarize evaluation data for all events run by EROC.
  4. Compile employer contact data from all EROC run events.
  
- Outcomes
  1. Assist in compilation of outcomes data from graduate exit survey
  2. Assist in data collection for outcomes survey as needed
  
- Employer Relations
  1. Help plan additional employer related events throughout academic year
  2. The role will involve assisting with employer outreach via phone calls and online research.
  3. The student will also work with the EROC in implementing a CRM employer database for use by the CDS team internally.
  4. Student will also assist with miscellaneous projects as they come up
  
- Student Newsletter
  1. Research current events articles, events, and advice for use in newsletters
  2. Create, schedule, send bi-weekly campus-wide newsletter to all students, faculty, & staff
  
- Rider Broncs Radio Station
  1. Communicate weekly opportunities to radio station for use in advertisements and radio shows
  2. Record radio ads for department promotion.

- Marketing
  1. Create flyers and other marketing materials for events/workshops on campus
  2. Work with student affairs to ensure marketing materials are accurately posted on all AXIS TV systems on campus.
  
- RiderConnect
  1. Less than 5 hours per week will be contributed to working with the Executive Director on the RiderConnect platform. RiderConnect is a new Rider community engagement platform.
  
- Meet weekly with Assistant Director to discuss workload and project updates.
- Additional tasks as assigned related to programming, Handshake, career coaching document approvals and data analytics.

CDS is seeking an outgoing, confident student with excellent communication skills. Proficiency with Microsoft office suite products is required. Students must be comfortable calling and speaking to employers about Career Development and Success (CDS). Training will be provided.

**Contacts**

Dr. Iram Khan  
Assistant Director  
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How to apply:  
Submit a resume and cover letter via Handshake