**Duke University**

**Nicholas School of the Environment**

**Career & Professional Development Center** (CPDC)

*Career Coaching Graduate Assistant*

**Position:** Visiting Graduate Student

**Graduate Intern Supervisor:** Nikki Smith, Assistant Director/Sr. Career Specialist

**Office/Department:** Career & Professional Development Center

**Location:** Nicholas School of the Environment, Duke University, Durham, NC

**Preferred Start Date:** August 19, 2019

**Length of Employment:**

100 hours total to take place August-December 2019—10-12 hours/week

**Working Hours:** student will offer coaching availability weekdays between 10:00 a.m.-4 p.m.

**Contact Information:** 919.613.4442 | nikki.s.smith@duke.edu

The Nicholas School of the Environment’s Career and Professional Development Center (CPDC) is seeking a candidate to serve as a career coaching graduate assistant for the 2019 fall semester. The candidate must be currently pursuing a Master of Arts degree in Career Counseling and will serve as a CPDC intern as part of his or hers master’s level internship program requirement.

The CPDC is within the Nicholas School of the Environment (NSOE)’s Student Services Office. The Student Services Office consists of an on-campus Master of Environmental Management (MEM) and Master of Forestry (MF) degree programs, a distance learning MEM program (DEL-MEM), executive education short courses, the CPDC, Student Enrollment, and Recruiting & Admissions. The CPDC supports all day-to-day operations for approximately 350 students and periodic cohorts of visiting non-matriculated students participating in executive education courses.

The graduate assistant will fulfill the responsibilities of this position through a practicum in Fall 2019. This position works alongside the CPDC Director, the senior career specialists, as well as with our professional degree students (MEM/MF degree-earners), faculty, and Student Services colleagues.

This position is term-limited, and will serve 100 paid coaching hours in the Fall 2019 semester (August-December 2019) at 10-12 hours/week (the student may take on more hours in an unpaid capacity as agreed upon by the CPDC Director/senior career specialist). The office is open Monday-Friday, 9 a.m.-5 p.m. Actual employment dates and hours will be determined during the hiring process.

The position reports to the Senior Career Specialist. Duties include, but are not limited to, the following.

**Responsibilities:**

***Fall Assistantship:*** *August 19, 2019 – December 7, 2019*

***Career Coaching—Primary engagement***

* Research current employment landscape for professional Masters students at the Nicholas School of the Environment and train with coaches/outside resources to address common questions for jobs and internships in the environmental field
* Communicate career development skills to students through advising them on topics such as writing business correspondence, the job and internship search, networking, career exploration, interviewing, and graduate school preparation
* Provide 1:1 career coaching through appointments and drop-in advising
* Offer feedback and strategies to students during practice interviews
* Assist with skills workshops through research, presentation creation or editing, and conducting student training
* Recommend career inventories and other assessment tools, as needed
* Refer students to appropriate campus and community resources, as needed

***Employer Relations***

* Staff employer events and help students begin professional communication with campus visitors in support of employer outreach
* Identify environmental employers and Nic School alumni for recruitment activities such as information sessions, panels, and career treks

***Project Management***

* Research and develop one career-specific training that enhances the leadership and management skills of Master of Environment Management and Master of Forestry students

***General***

* Maintain documentation on student interactions, employer communication, and projects using software, including databases and information management tools.

**Qualifications:**

* Enjoy meeting and assisting students
* Ability to commit to a consistent weekly work schedule
* Intention to develop learning goals and outcomes, in conjunction with the graduate assistant supervisor and in alignment with NCCU’s program requirements
* Flexibility, adaptability, and comfort working in an often fast-paced work environment
* Possess good problem-solving, time management, and communication skills
* Self-motivated, able to manage deadlines and to work with minimal direction or supervision
* Show ability to follow written and verbal instructions
* Interest in supervision of student volunteers
* Demonstration of professional behavior during in-person interactions, email, Skype or WebEx, and phone
* Familiarity with or willingness to learn various software platforms

**Minimum Qualifications:**

Candidate must be currently pursuing a master’s degree program in Career Counseling and be prepared to engage in a practicum and internship program as part of his/her degree requirements.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status.

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Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

**Compensation:**

***Hourly Rate:*** $15.00 per hour for a maximum of 100 hours to fulfill practicum requirements (training hours are unpaid; student may stay for additional hours to receive additional development or experience, but they will be unpaid).

As a member of the CPDC team, the intern has the opportunity to participate in diversity and inclusion [Actionators](https://nicholas.duke.edu/diversity/people) events, and build peer-to-peer relationships with other student affairs graduate students across campus.

**To Apply:**

1. Learn more about the Master of Environmental Management and Master of Forestry students and their graduate programs at <https://nicholas.duke.edu/programs/masters>
2. Read about the Career & Professional Development Center at <https://nicholas.duke.edu/career>
3. Submit a brief cover letter and resume to [nikki.s.smith@duke.edu](mailto:nikki.s.smith@duke.edu) by June 6. Note your interest in career counseling in a college setting, and address your knowledge and/or interest in working with graduate environmental students.