Graduate Teaching Assistant, Center for Career Development & Academic Exploration

The Graduate Teaching Assistant supports the development of students’ major and career goals. Learn more about the center [https://career.utk.edu](https://career.utk.edu).

**Required Qualifications**

- Experience working with individual clients or groups
- Strong interpersonal skills

**Preferred Qualifications**

- Master’s or doctoral student in counseling psychology, counselor education, or related discipline
- Coursework in career counseling
- Presentation or teaching experience
- Knowledge of instruments such as the Strong Interest Inventory, PathwayU, Myers-Briggs Type Indicator, CliftonStrengths

**Job Description**

- Provide individual and group career guidance, including assessment interpretation, to support students’ increases in self-knowledge and knowledge of majors and careers.
- Teach Counselor Education 205-Exploring Majors and Careers each semester (undergraduate class).
- Develop and facilitate presentations to First Year Studies 101 classes and other similar groups.
- Market the Center for Career Development & Academic Exploration through presentations and participation in orientation and admissions events.
- Assist in creating and maintaining resources including What Can I Do With This Major? and career.utk.edu.
- Utilize career center and advising technology to maintain appointment schedules and notes.
- Assist with career fairs and other center programs as needed.
Work Schedule

Twelve-month appointment; 20 hours per week; $1,325/month, $15,900/annual; tuition waiver; start date summer 2021

Application

Send a resume and cover letter to:

Erin Bennett, Ed.S., NCC - Lead Academic & Career Exploration Coach
Center for Career Development & Academic Exploration
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