

Career Advisor Fellow Description & Instructions to Apply

The Office of Graduate and Postdoctoral Studies at Tulane University is seeking a part-time Career Advisor Fellow to provide career guidance and support to our graduate students and postdoctoral fellows. This position can be 100% remote, and we strongly encourage applications from individuals who are currently in their 2nd or 3rd year of a PhD program but we are open to others. The Career Advisor Fellow will report to and work closely with the Senior Academic and Career Advisor to provide a wide range of career development services, including resume and cover letter review, job search strategies, and networking advice.

Training for all the responsibilities below will be provided by the Senior Academic and Career Advisor prior to serving students. No prior career services experience is required. The Career Advisor Fellow will be trained on best practices in resume writing, cover letter writing, networking, and job searching to be able to host one-on-one peer advisory sessions and support broader career services programming and workshops. This opportunity will be especially beneficial for those considering careers in counseling, coaching, training, technical writing, administration, leadership, or career services.

Responsibilities:

- Meet with graduate students and postdoctoral fellows one-on-one to provide career guidance and support (virtual meetings)
- Assist with the development and implementation of career development workshops, curriculum, and events (virtual events)
- Review and provide feedback on resumes, cover letters, and other application materials
- Help students and fellows navigate job search strategies and networking opportunities
- Stay current on industry trends and best practices in career development

Qualifications:

- Currently enrolled in a graduate program at Tulane University
- Excellent technical writing skills and grasp of the English language
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Demonstrated commitment to diversity, equity, and inclusion

Additional Requirements:

- Candidates will be required to hold static hours on a semester-long basis in consultation with the Senior Academic Career Advisor, we will work around your schedule as needed, but the schedule will not flex week-to-week. If you have questions about this, please reach out.
- Students who are currently supported on a tuition waiver and stipend must have written permission from their advisor/department to take this position.

This is a part-time position with a wage of \$15 per hour for 10 hours per week until April 30th, 2024. The position offers a unique opportunity to gain experience in career counseling in a higher education setting and make a positive impact on the lives of graduate students and postdoctoral fellows. The Career Advisor Fellow will report to the Senior Academic and Career Advisor. **To apply, please email a cover letter and resume to rstivers@tulane.edu. Applications will be reviewed on a rolling basis, and the position will remain open until filled.**