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.

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.