



Roxbury Community College  
Human Resources/Payroll & Affirmative Action  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120-3400  
Phone: (617) 541-5378 Fax: (617) 541-5365

**Notice of a Career Opportunity at Roxbury Community College**  
**Graduate Assistant for Career Counseling**  
**03 contractual**  
**February 2, 2009 to May 30<sup>th</sup> 2009**

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### **Join Our Team**

**The Center for Student Success - Career Services at Roxbury Community College supports and guides students and alumni through the career planning process. We accomplish this through a broad scope of comprehensive programs and services that focus on student's individual needs empowering them to make informed career decisions. Through experiential learning opportunities such as service learning and internship placements, students are provided with real world experience that allows them to apply classroom learning in the work environment.**

**Career Service also prepares students and alumni who are looking for full-time, part-time, or summer employment opportunities through a variety of programs and activities that will help the students be successful in their job search.**

**Career Services is currently seeking applicants for its Graduate Assistant Career Counselor position for Spring Semester of 2009. The position provides training and experience for students seeking career development with an emphasis on placement and experiential learning. Graduate Assistants will participate in many career-related activities which include one-on-one career counseling, workshops, and outreach to campus community. Graduate Assistants may be involved with activities and programs that meet their professional interests.**

**Graduate Assistant will receive weekly individual supervision and participate in weekly team meetings.**

**The minimum requirement for the Graduate Assistant is 15 hours per week for the semester during the Academic Year (September – December or January – May).**

**Hourly Salary: \$15**

**A typical commitment for a Graduate Assistant includes:**

- **Individual Counseling (Résumé Critique, Mock Interviews, Career Decision Making) – 10 hours**
- **Workshops – 2.5 hours**
- **Supervision and Administrative Time – 2.5 hours**

Qualifications:

- Graduate Student in College Student Development & Counseling or related program
- Basic knowledge of career counseling and career related technology
- An interest working in a community college setting with a diverse student population

Application Procedure:

- Letter of Interest (one page)
- Resume
- Three References with Contact Information
- Letter of Recommendation from Professor or Program Advisor
- Recent Transcript (may be unofficial)

To apply: Send materials to:

Faye Naderi

Assistant Director

Human Resources Department

1234 Columbus Avenue.

Boston, MA 02120

Or e-mail your resume and application materials to Faye Naderi

[fnader@rcc.mass.edu](mailto:fnader@rcc.mass.edu)

or Fax to 617-541-5365

For questions please call

Faye @ 617-541-5378 or John Spadaccini, Director of Career Services @617-933-7452

For more information about Roxbury Community College Programs and employment

please visit us on [www.rcc.mass.edu](http://www.rcc.mass.edu) or go to [www.rcc.mass.edu/hr](http://www.rcc.mass.edu/hr)

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