

GRADUATE ASSISTANT FOR INTERNSHIP CONNECTIONS

POSITION OVERVIEW

The Graduate Assistant for Internship Connections plays an important role in enhancing the quality and accessibility of internship experiences for students at Texas State University. This position is dedicated to fostering a culture of proactive career development through the organization and facilitation of internship-related workshops, events, and student engagement. The Graduate Assistant will be involved in the strategic marketing of internship opportunities and will collaborate closely with Career Services staff to analyze and improve internship program initiatives.

LEARNING OBJECTIVES

- Enhance skills in public speaking and digital content creation, with a special focus on engaging student audiences specific to Texas State
- Gain experience in planning and executing student programming and events, such as internship fairs and scholarship reviews
- Develop competency in collecting and interpreting data to assess program effectiveness and inform strategic decisions
- Build relationships with campus partners and gain insights into career development practices in higher education

PRIMARY RESPONSIBILITIES

- Design and deliver presentations that educate students on the importance of internships, how to secure them, and how to succeed in one
- Assist in the planning and execution of an internship fair in fall and/or spring
- Support the processing of scholarship application reviews and providing feedback on internship reflection assignments
- Plan and promote other internship-related events, aligned with TXST student needs
- Review internship opportunities posted in Handshake for approval or dissemination to students and other career services staff
- Utilize digital platforms and marketing strategies to promote internship opportunities
- Highlight student success stories through social media and other marketing platforms to help all TXST students aspire to complete a meaningful internship experience
- Collect and compile data related to internship participation and outcomes to help shape future internship programming



PREFERRED QUALIFICATIONS

- Completed bachelor's degree from an accredited university prior to start date
- An understanding of the importance and impact of internships on career development; prior internship experience is a plus
- Strong written, verbal, and interpersonal communication skills
- Experience in developing and delivering presentations to diverse audiences
- Skilled in using digital marketing tools such as Canva and social media platforms
- Proficiency in using spreadsheets and other data management tools
- Demonstrate basic computer skills with knowledge of Microsoft Office programs, including PowerPoint and Excel
- Demonstrated ability in planning, organizing, and executing educational or other events
- Strong capabilities in email and calendar management, with meticulous attention to detail and ability to meet deadlines
- Ability to work effectively on a team and build relationships with various stakeholders

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