Office of Career Services
Reporting to: Susanne Killian

Many PhDs find fulfillment in University Administrative position around the country and abroad. University Career Services is a department of diverse opportunities for those interested in the field of Higher Education Administration. This fellowship will allow students to experience the day-to-day work in a Center for Career Development office, while also providing the chance to explore the diverse opportunities available in this administrative department. Students will also work as the co-coordinator of a pilot project enabling them to develop hands-on skills in University Administration. Please send your CV/Resume and a cover letter to Susanne Killian at susanne.killian@princeton.edu or email for more information.

Experiences will include, but will not be limited to:

- Utilizing technology platforms to organize student and programming data
- Developing strategies for surveying and identifying career interests among a broad base of the graduate student population
- Participating in career fairs and outreach events when applicable
- Assisting in developing marketing plan and materials for Graduate Student Career Development
- Compiling graduate student assessment data and reports as needed to support various programs and events
- Shadowing members of the Career Services Team including those in Employer Relations, Education, Communications and Advising
- Co-Coordinating a major project (see below)

Major Project:

The University Administrative fellow will be the co-coordinator for a special project in Graduate Career Services supporting the creation of a system to coordinate Job Shadowing Opportunities for Graduate Students utilizing new and existing technologies. Additionally, the project will include the development of a survey tool, in collaboration with the Career Services data team, to refine student areas of interest. The Project Coordinator will gain experience in the following areas with the support of the Associate Director for Graduate Career Services along with additional members of the career services team and fellow graduate students:

- Coordinate with departmental GPAs and DGSs in addition to student group leaders to identify career interests
- Survey students in multiple departments and student groups to identify industries of interest
- Develop outreach, communication and logistical plans to secure employers and alumni for participation in a shadowing event
- Communicate with employers and alumni via email, phone and in-person
- Coordinate meetings with Career Center unit heads to share information
- Organize communications and employer/alumni responses in a shared database
- Create and test a system for the vetting, posting and coordination of shadowing opportunities
- Develop an assessment plan and process for the shadow program
- Develop a final program report
- Create a presentation to be shared with partner institutions