

**Purdue University Center for Career Opportunities
Career Development Graduate Assistant Position 2026-27**

The Center for Career Opportunities (CCO) *Career Development Graduate Assistantship* is a half-time (20 hours/week) assistantship that focuses on providing career development services. This position is best suited for a graduate student who enjoys working with undergraduate and graduate students in both one-on-one and group settings. We are especially keen on hearing from PhD students who are actively exploring careers beyond the professoriate. The CCO is invested in offering professional training in career services and broad exposure to student services in higher education.

The CCO's mission is to empower all our students for lifelong success. We serve students from all departments and degree-levels and provide coaching and career development services that are respectful and inclusive of all identities.

The Graduate Assistant serves as a collaborative partner with all career service consultants to address various career development initiatives. The position includes the following required job responsibilities and professional standards:

- Advise PhD, Master's and Bachelor's students during appointments about career-related topics such as: Résumé/Cover Letters; Job/Internship Searching; Networking; Interviewing; Graduate School Preparation; Career Fair Preparation
- Offer presentations, workshops and other programming events on career-related topics
- Contribute to the CCO's internal and external data collection and analyses
- Participate in staff development and training to stay current with professional career coaching ethics/standards and career development resources/best practices.

This is not a remote position. The GA will be expected to participate in training and onboarding during the week of August 17 (which is the week before classes begin).

Preferred qualifications:

- Ability to commit to both Fall 2026 & Spring 2027 semesters
- Knowledge of Purdue's schools, colleges, centers, and resources
- Master's or PhD candidate in a Humanities or Social Sciences program

Application Information:

Please apply for the position as posted in *myCCO*

<https://www.cco.purdue.edu/home/mycco> (JOB ID 1067892). You will need a resume and cover letter to apply. In your cover letter, please clearly explain why this position is appealing to you and please confirm that you will be available for onboarding and training during the week of August 17. Candidates who do not submit a cover letter will not receive full consideration.

Questions about the position can be directed to Amruta Inamdar at ainamda@purdue.edu

Deadline to apply: Friday, April 3 by 12 pm (noon) Eastern.