

**Graduate Assistant – Career Exploration Micro-
Internship Grant 2020-2021**
MIT Career Advising & Professional Development (CAPD)

All functions of the role will be remote (virtual) until further notice

Graduate Assistant Role

The Graduate Assistant will work with CAPD staff to shape, manage, and administer Career Exploration Micro-Internship Grants. Micro-Internships, are short-term projects or internships, hosted by an MIT Alumni and/or employer that are low stake opportunities for students to prototype different career fields while also meeting a workplace need. The Career Exploration Micro-Internship Grants will provide some funding for micro-internships that enable students to gain experience in specific career areas. The Graduate Assistant will outreach to potential Career Exploration Micro-Intern Hosts, review student/employer applications, and co-facilitate check-ins with micro-internship participants.

Why Should I Apply?

- Make a positive impact by helping MIT undergraduates explore their career options
- Learn about developing a grant program for MIT undergraduates
- Develop communication, leadership and interpersonal skills that will be helpful no matter what you do after MIT.
- Gain knowledge and skills that will support your own career exploration and preparation.

What You'll Do:

- Help develop the application process and review applications for Career Exploration Micro-Internship Grants
- Identify and outreach companies to offer micro-internships
- Provide guidance and support to students who need help with their applications
- Develop and co-facilitate check-in meetings with students
- Additionally, may provide guidance on other topics such as internship and job search strategies, interviewing and networking.
- Participate in ongoing group training and individual supervision.

Qualifications:

A commitment of working 3 – 10 hours per week from October 1st 2020-January 31st 2021.

- Must be a Masters or PhD student, graduating no sooner than May 2021.
- Must be in good conduct and academic standing.

Compensation:

\$17/hour, approx. 3-10 hours/week. Weekly time commitment varies based on program needs

Do I need to be a career expert to apply? No, we will teach you all you need to know! You do need a desire to learn, and the ability to demonstrate the skills listed below.

Desired Qualifications:

- Interest in helping MIT students explore their career options.

- Demonstrated professionalism and strong communication skills, both written and verbal.
- Displays interpersonal skills, ability to build rapport and interact with individuals one-on-one and in group settings.
- Shows respect, appreciation, and sensitivity for students of different backgrounds.
- Demonstrates good time management, organization and adaptability.
- Is self-motivated, takes initiative and follows through on details.

How Do I Apply?

- Applicants will be reviewed on a rolling basis. Please submit a resume and cover letter [via Handshake](#).
- In the cover letter, please describe an experience at MIT that helped or influenced your career exploration or goals.

Applicants will be reviewed on a rolling basis. We will email qualified candidates to schedule a virtual interview. All majors are welcome to apply! If you have any questions, please contact Tavi Sookhoo, Career Development Specialist at tsookhoo@mit.edu.