

STEM Graduate Industry Consultant Job Description

Job Posting Title: Graduate Industry Consultant (GIC), STEM

Department: Graduate Career & Professional Development, Texas Career Engagement

Position Open To: Applicants must be enrolled in at least 9 credit hours as a master's or PhD student and in good academic standing / if currently on a GRA or TA'ship, must have advisor's permission

Earliest Start Date: August 31st, 2020

Position Duration: Fall 2020-Summer 2021, with possibility for renewal

Location: This position will work remotely with possibility of returning to campus in spring 2021

Weekly Scheduled Hours: 10 hours per week

Pay: \$18-20 per hour

Application Deadline: Wednesday, Aug. 11th (by 5pm)

This position is part of the AAU PhD Career Fellows Pilot program, designed to better prepare Master's and PhD students for a wider range of careers by providing diverse work opportunities to expand their skillset and professional network. We are especially looking for candidates whose time to degree has been adversely affected due to the pandemic, and for those who are looking to build their work portfolio. Fellows will participate in a monthly professional development seminar with the cohort and will have a dedicated career coach for the year to help them position themselves and plan for the future.

Benefits of joining our team:

1. Expand your network by meeting alumni and employers who work in a variety of industries
2. Work with a team of graduate- focused professionals invested in your professional development
3. Enhance your communication, administrative and project management skills
4. Work remotely (some in-office required, upon safe return to campus)

Job Description:

To lead and co-lead employer research, content creation, and administer support services for advanced degree employer education and experiences within the science, technology, engineering, and math industries. The STEM GIC will work with the Associate Director of Graduate Employer Education and Experiences at Texas Career Engagement to progress employer education for advanced degree hiring at UT Austin within STEM sectors. Within these sectors, the successful candidate will manage research of campus and industry stakeholders, conduct communications, and gather data on advanced degree hiring. This person will also assist in content creation for the Graduate Career & Professional Development website, marketing materials, and digital communications to educate graduate students, employers, faculty, and staff on the value of advanced degree recruitment. Content may include newsletter, podcast, webinars, social media channels, blog, and additional creative mediums to share employer-related information. Position will require event programming skills, including planning and coordination of employer-related workshops, treks or site visits.

Goals for this position:

1. Oversee research on industry and campus stakeholders within STEM fields
2. Manage communication efforts to employers within STEM fields
3. Co-lead creation of digital and printed content for employers about the value of PhDs at UT Austin
4. Lead creation of STEM employer-related content for graduate students

Required skills:

1. Background in science, technology, engineering or math
2. Advanced Microsoft Suite experience
3. Demonstrated written and verbal communication skills
4. Excellent interpersonal skills
5. Ability to work independently, meet deadlines and organize information in a way that can be communicated to university leadership and industry stakeholders/employers
6. Interest in the Advanced Degree hiring landscape
7. Ability to work in a startup environment, where deadlines and projects evolve
8. Experience working on a diverse team setting
9. Excellent research skills
10. Ability to learn technology platforms quickly, and outreach effectively to graduate students and employers

Preferred:

1. Experience in industry, government or nonprofit sectors
2. Experience with content creation (web and printed)
3. Advanced marketing skills and demonstrated experience with social media platforms
4. Skills in event planning, coordination and logistics

A cover letter and resume (no more than 2 pages) can be submitted via [HireUTexas\(Powered by Handshake\)](#).

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