The office of PhD Career Services, which is part of the MSU Graduate School and the Career Services Network, is looking for one or more doctoral fellows to further the mission of the office and to help fulfill its daily functions. Students from all disciplinary backgrounds are welcome to apply, but applicants must be able to demonstrate an interest in the career and professional development of graduate students.

PhD Career Services supports graduate students pursuing all career paths, but focuses on skills and preparation for expanded careers in the public and private sectors, non-profits, and other careers that graduate programs have not traditionally prepared PhDs to enter. We foster connections between MSU PhD students and postdoctoral fellows and the community, including alumni and employers; offer programs and resources to support professional readiness; and broaden awareness of the value and versatility of the doctoral degree in the marketplace.

**Fellow activities include:**

**Social Media & Web Content**
- Manage social media accounts (Facebook and Twitter) for the office; integrate PhDCS social media into Graduate School's hootsuite account
- Design and distribute PhD Career Services monthly electronic newsletter (using MailChimp)
- May curate or supervise the curation of video content for the Graduate School website and YouTube channels
- Write blog entries on professional development topics for Chittenden Commons, the Graduate School blog

**Work with Students**
- Advise master's and doctoral students on writing resumes, cover letters, and CVs

**Administrative Duties**
- Assist planning and implementation of workshops and other events; may have the opportunity to independently design and administer workshops
- Collaborate with other students and permanent staff on administrative tasks, programs, and new initiatives
- Provide general administrative support for the office
- May have the opportunity to supervise an undergraduate intern

**Community, Employer, and Alumni Engagement**
- Undertake employer, alumni, and/or community engagement activities; potentially assist in developing externships/internships for biomedical science and humanities doctoral students

**Additional Activities**
- Take initiative in developing new programs and services to better meet the needs of the doctoral community at MSU
- Carry out special projects, such as developing a PhD/Graduate Student “Career Passport”

** Desired qualifications of fellow:**
- Demonstrated interest in graduate student career and professional development
- Currently pursuing doctoral degree (or master's degree with strong understanding of doctoral education and the PhD student experience)
- Familiarity with MSU Graduate School online resources, including the Career Success website and professional development model PREP
• Awareness of best practices in the job search process, including resume and cover letter writing, interviewing, and networking
• Basic office/administrative skills
• Writing skills (able to draft email correspondences, newsletter and social media text, and other communications for a general audience)
• Public speaking and presentation skills
• Ability to communicate and collaborate with people from diverse backgrounds and within and outside academia (in person, over email, and over the phone)
• Basic web skills and familiarity with Wordpress and Drupal platforms (or a willingness and aptitude to learn)

Up to two positions are available, ranging from 10-20 each hours per week. The position start dates are in Fall 2015, but some summer hours may be approved for training. Tuition assistance and health insurance coverage may be available.

All interested candidates should submit a resume and cover letter targeted directly to the position. Skills and experience in all areas is not necessary, but demonstrated interest and enthusiasm for the activities and the mission of the office are required.

Send completed applications to: hireaphd@msu.edu by April 3, 2015. Qualified candidates will be contacted for an interview.