**Career Development Assistant**  
**Job Description**

**Duties and responsibilities:**
1. CDAs must strive to be goal-oriented and self-motivating in their work. CDAs share responsibility for the growth of the JBU community and the community of God.
2. CDAs must be available and willing to assist students during the office hours of the Career Development Center.
3. CDAs must arrive on campus for orientation and training prior to the beginning of fall semester.
4. CDAs take part in special events involving the Career Development Center such as New Student Orientation, Career Days, Workshops, etc.
5. CDAs meet one-on-one with students for career exploration and planning.
6. CDAs assist with workshops on a variety of issues including resumes, job search, career exploration and options, decision-making, and graduate school.
7. CDAs will average working 10-12 hours per week.
8. Approximately one hour each week will be spent in a meeting with the Career Development Staff.
9. CDAs will meet one-on-one with the director as deemed necessary by both parties.
10. CDAs are responsible for maintaining a patient, servant’s attitude towards all students served by the CDC.

**Qualifications:**
1. **Student Status:**
   - Must be a student in good standing with the JBU community
   - Must not be on academic or disciplinary probation
   - Must have a minimum current GPA of 2.50
   - Must be a full-time student (12 hours minimum ...19 hours maximum)

2. **Major:**
   - All majors are eligible

3. **Personal:**
   - Have a personal relationship with Jesus Christ that includes evidence of spiritual commitment in every area of your life.
   - Be empathetic, understanding, and able to relate well to peers and develop meaningful rapport.
   - Be well-rounded, active, and emotionally healthy.
   - Be seeking an opportunity for personal growth and experiences that foster healthy risk-taking toward developing new skills.

4. **Scholarship:**
   - CDAs receive a service stipend of $900.00 per semester. This amount is added directly to your school account.