

**Graduate Assistantship Position Description**

**Position Title and Location**

Graduate Assistant, Office of Career Strategy – University of Pennsylvania Law School

**Supervisor Name and Title**

Remy Cahn, Esq., Career Counselor

**Contact Information**

Email: [rcahn@law.upenn.edu](mailto:rcahn@law.upenn.edu)

Website: <https://www.law.upenn.edu/careers/>

**Penn Carey Law**

3501 Sansom Street T-113 Philadelphia, PA 19104

**Hours/Schedule**

10-15 hours/week

**Position Length**

Academic Year 2025-2026

**Compensation**

$23 an hour | paid weekly

**Job Description and Required Duties**

Overview:

Penn Carey Law’s Office of Career Strategy supports law students as they explore career options and strive to reach career goals. OCS offers a broad-based programming curriculum, individual career counseling, application material guidance and review, interview preparation, networking support, access to formal recruiting programs and job fairs, and a wide range of online resources. This position will report to the Director for Private Sector Recruiting at Penn Carey Law.

Assistantship Duties:

1. Events

Assist OCS in planning and managing career development related events that take place both on and off campus, including activities related to our Practice Area Fair, virtual Mock Interview Program, virtual On- Campus Interview Program, employer panels and receptions, and OCS information sessions and workshops. Responsibilities include:

* + Working with Director to plan and execute events.
  + Communicating with recruiters and attorneys participating in various programs, in connection with their visits to Penn Carey Law.
  + Spearheading publicity for events.
  + Managing RSVP information for events.
  + Arranging venues, media, catering, and decoration for events.
  + Maintaining an up-to-date events calendar for Career events and updating Penn Carey Law calendar with Career events.
  + Maintain comprehensive event summaries and checklists.
  + Maintaining comprehensive list of alumni who participate in these programs.

1. Marketing & Communication

Publicize career programs and relevant deadlines and opportunities to students. Coordinate with the Director to create messaging for our audiences and keep our brand consistent. Responsibilities include:

* + Planning and executing a media strategy: developing key communications on multiple platforms.
  + Producing weekly e-newsletter highlighting upcoming events and timely information

1. Job Posting Database

Maintain up to date electronic database of legal employers and jobs. Responsibilities include:

* + Monitoring job postings email address for new postings. Inputting job information into electronic database carefully and accurately.
  + Communicating with employers related to job postings.

III. Independent project tailored to your interests

We understand that a graduate assistantship is a formative experience in your Masters program and to your professional development. Therefore, we hope to work with you to tailor your GA experience to fit your professional goals and strengths. Additional duties could be performed in the area(s) of assessments, alumni relations, leadership development, program management, student life, research, publicity, and/or office management. We look forward to working with you to develop a substantial project that meets our mutual goals.

Preferred Qualifications & Essential Skills:

* + Exceptional writing, critical thinking, organizational, and administrative skills.
  + Proficiency in Microsoft Office suite and ability to learn other platforms, including Qualtrics, MailChimp and Symplicity.
  + Quick learner, demonstrates initiative, and can manage a variety of tasks in multiple areas with minimal supervision.
  + Communicates well and is reliable.

Application Instructions:

To apply, please send your resume, cover letter, and transcript to [rcahn@law.upenn.edu](mailto:rcahn@law.upenn.edu) with “Graduate Assistant Application” in the subject line.