

**General Duties and Responsibilities for Career Center
2017-18**

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1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Teaching Fellowships (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:

Director (TBA), University of Oregon Career Center

Date of this GDRS Revision: 5/1/2017

Academic Year of this GDRS: 2017-18

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS

The availability of GE appointments is programmatically determined by the Director of the Career Center. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs. This GE employing unit makes an effort to distribute GE opportunities to as many students as possible. GE positions have been traditionally been offered by the Career Center to provide direct student and program support.

The availability of GE appointments for the upcoming academic year is usually determined April-June. In the years 2015-16, summer term appointments were offered to two of the GEs we hired for the academic year. These GE assignments during the summer in this GE employing unit included Administrative GEs. In recent years, GE assignments during the academic year in this GE employing unit have included Administrative GEs.

3.0 ELIGIBILITY AND APPLICATION REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are:

The Career Counseling GE must be admitted to the Counseling Psychology Program (due to strategic alliance). The Peace Corps GE must be admitted to a UO graduate school program. The Peace Corps GE must be a returned Peace Corps volunteer.

GEs must complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students. For strategic alliance GE positions, preference is given to doctoral students enrolled in Counseling Psychology.

Preferred experience or credentials required in order to be considered include:

Career Counseling GE

- Admitted to UO Counseling Psychology graduate program
- Possess strong interest in career counseling as a potential professional focus or in using career counseling methodologies as part of their counseling practice.
- Previous experience in counseling, student services, human resources, education or social services that enrich the candidate's knowledge base in helping others with career issues required
- Previous supervisory experience
- Exceptional customer/client service skills
- Demonstrated experience with and/or commitment to working effectively with students, parents, faculty and staff from diverse backgrounds, in support of an inclusive and welcoming environment
- Training and/or experience in counseling interview techniques; career and related psychological tests; and/or a career-counseling course preferred
- Experience grading assignments preferred
- Excellent attention to detail
- Ability to work independently as well as part of a team

Peace Corps GE

- Admitted or currently enrolled University of Oregon graduate students in any discipline are eligible to apply
- Must be a returned Peace Corps volunteer

- Strong oral and written communication skills
- Initiative and ability to work independently
- Attention to detail, time management and general computer proficiency
- Demonstrated experience with and/or commitment to working effectively with students, parents, faculty and staff from diverse backgrounds, in support of an inclusive and welcoming environment
- Strong presentation skills
- Demonstrated ability to promote opportunities, create a marketing plan and measure results
- Career Development Assessment GE
- Admitted or currently enrolled University of Oregon graduate students in any discipline are eligible to apply
- At least two years full-time professional work experience in one or more of the following areas:
 - Program or service assessment
 - Data collection, analysis, and reporting
 - Qualitative and quantitative research
 - Ability to strategically collect, analyze, and report quantitative and qualitative data
 - Demonstrated detail orientation, time management and administrative skills
 - Demonstrated ability to collaborate with others in project design and follow through
 - Exceptional collaboration, facilitation, and customer/client service skills.
 - Excellent verbal and written communication skills.
 - Demonstrated experience with and/or commitment to working effectively with students, parents, faculty and staff from diverse backgrounds, in support of an inclusive and welcoming environment
- Ability to work independently as well as part of a team
- Familiarity with the following software: Word, Excel, PowerPoint, etc.

Academic Year/Summer Appointments

Information about the availability of positions for the upcoming academic year will be shared with incoming graduate students in the following ways:

- This unit routinely posts its positions via the Graduate School's "GE Openings" page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred qualifications for appointment and reappointment; and is posted for a minimum of 10 business days.
- By posting announcements to the Graduate School and Counseling Psychology (for Career Counseling GEs). A brief description of the position's duties and responsibilities, FTE, workload, appointment, and reappointment qualifications will be included in the announcement.

Information about the availability of positions for the upcoming academic year will be shared with continuing graduate students in the following ways:

- Positions offered by the Career Center, which are not included in the spring term application pool will be filled by the same manner as listed above with the announcement being posted for a minimum of 10 business days.

Completed applications and other materials requested shall be returned to the Career Center by the deadline indicated in the announcement.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

This unit has in recent years had administrative GE summer appointments.

4.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: Director, direct supervisor and Associate Director

Also in accordance with the CBA: GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.

Reappointments are not automatic, nor are they guaranteed.

In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position. Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.

Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.

Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

Finalists will be interviewed and evaluated based on their performance and responses.

(B) Assignment Type-Related Criteria

For an Administrative GE: Preference shall be given to those who have specific experience or credentials necessary to perform the work assignment.

(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).

See the position announcements for details, but these may include:

Preference shall be given to those who have specific experience or credentials necessary to perform the work assignment

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated: At the end of the academic year for GEs appointed fall, winter and spring

Evaluations are performed by: Career Center Director and/or individual supervisor

The criteria used for evaluation include: Ability to perform the duties of the position as outlined in the position description

5.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

.40 FTE (Up to 175 hours per term or up to 525 hours per academic year)

.45 FTE (Up to 197 hours per term or up to 591 hours per academic year)

.49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

6.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In this GE employing unit, duties for the following types of GE work assignments are as follows:

Duties by Work Assignment - Administrative GE's:

Career Counseling GE:

- By assisting the Career Center to provide critical career counseling and advising services, the Career Counseling GE develops competencies that will help her/him perform effectively as a counselor or related helping professional and be able to assist clients (i.e., students/alumni) with career decision making, preparation, transition, and employment search issues. The GE meets with their supervisor on a regular basis for supervision and training. Duties and responsibilities may include any combination of the following at any given point:
- Career Counseling: Provide advice and counsel to students and alumni during individual and drop-in appointments. Assist clients with a variety of issues, including career/major decision-making, job search strategies, resume/letter writing, interview preparation/feedback, and other emotional issues pertaining to career decision making or the job search. Act as a referral agent to UO Counseling Center and other student services when necessary.
- Workshop Facilitation: Facilitate an interactive and engaging weekly workshop to students and/or alumni on a designated career-development content area. Collect data on client's satisfaction and learning during their participation in them.
- Program Development and Implementation: Collect data on, design, implement, and evaluate career related services and programs for veteran students (e.g., information and referral, career counseling, workshop facilitation, partnership development, and customized programming)
Internship supervision: Supervise student interns, communicate with internship site supervisors, grade assignments and award grades at end of term for the Career Development Internship Program.
- Training: Observe and participate in classes, groups, workshops, and individual sessions conducted by professional career counselors. Attend counseling staff and professional development meetings.
- Assessment: Service and learning data collection, analysis and reporting support
- Provide career development support and programming to graduate students and/or veterans attending the university
- Fill in for other Career Center GEs as assigned
- Other duties as assigned

Peace Corps GE

- Plan, promote, market and coordinate Peace Corps events and recruitment campaigns
- Represent Peace Corps to student body and community
- Conduct information sessions, class talks, information tables, weekly office hours, applicant interviews, evaluations and activities designed to educate candidates
- Network with UO faculty and department heads
- Collaborate regularly with the West Cascade Returned Peace Corps Association
- Maintain effective working relationship with the Seattle Regional Recruiting Office
- Prepare monthly activity report for submission to regional office and Career Center Director
- Fill in for other Career Center GEs as assigned
- Other duties as assigned

7.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers' Compensation:

The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 541-346-8912 or 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE's average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact ORM immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <http://ehs.uoregon.edu/> Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <http://ehs.uoregon.edu/safety-advisory-committee>.

Reporting Safety Hazards:

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Kate Werdebaugh, Associate Director

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GEF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:

First Aid Supplies: Room 223, Hendricks Hall

Emergency/Evacuation Plans: Elevator Hallway outside lobby

West hallway outside conference room

No materials requiring MSDS sheets are used

No use of personal protective equipment is required

8.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary. This GE employing unit is an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document: N/A

Criteria Used to Assess Satisfactory Progress

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

Coursework:

N/A

Grades:
N/A

Examinations:
N/A

Research:
N/A

Language Requirements:
N/A

Teaching Requirement:
N/A

Skill/Practicum/Internship Requirement:
N/A

Advancement to Candidacy:
N/A

Other:
N/A

The process for evaluating satisfactory progress toward graduate degree is as follows: N/A
Failure to make satisfactory progress toward the graduate degree: N/A

9.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GEF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

10.0 DISCRIMINATION AND GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online (<http://aaeo.uoregon.edu/content/raise-concern>).

11.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GEF Collective Bargaining Agreement.

Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

The UO Career Center maintains a Career Center GE Policy and Procedure Manual, which is provided to new GEs at the time of hire. Copies are also maintained on the Career Center's internal server.

Workspace:

All locks and doors, furnishings, partitions and shelving are maintained by the Career Center through coordination with Facilities Services to ensure proper and safe operation.

Private Meeting Space:

Private meeting space is available to GEs

Access to Telephones and Computers:

GEs are provided access to up to date computers and necessary software, as well as telephones, voicemail and long distance codes as needed. These are available during standard working hours (8:30-5 Mon-Fri) as well as after hours.

Access to Office Supplies, Photocopies and Printouts

Office supplies, photocopiers, printers, fax machine and scanner are available to all GEs for Career Center business use at no personal cost to the GE. These are available during standard working hours (8:30-5 Mon-Fri) as well as after hours.

12.0 ABSENCE REPORTING

Unplanned Absences

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your direct supervisor and the front desk at 541-346-3235 in advance. Do not cancel class without permission from your direct supervisor. To the extent possible, provide your supervisor with information about where you left off in class (e.g., in the previous class in the case of a teaching GE). If you are able, please attempt to reach your supervisor and the front desk by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to your supervisor and the front desk.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with you and the Career Center on any adjustment due to your absence.

Make-Up Work

Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

Planned Absences

If you need time off during any working days of the term, check in with your supervisor and submit an Absence Request form (career.uoregon.edu/forms) and be sure to notify your supervisor how to reach you (if possible).

Sick leave is taken in 'days' and is reported monthly on a sick leave report that is due to your supervisor by the 3rd of each month for the prior month.

Substitutions

The Career Center generally does not use GE substitutions when another GE is out sick, but in the event this occurs the substituting GE will be paid 1.5 times their regular rate of pay.

More Information Regarding Absences

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition and jury duty service-- can be found in Articles 27 and 28 of the UO-GEF Collective Bargaining Agreement,

<http://hr.uoregon.edu/er/labor-agreements>