

Job Position Description

Title: Student Assistant

Department: Career Development Center

REPORTS TO: Acting Director of Career Development Center

PURPOSE: Provide comprehensive support to the office and its operations.

DUTIES & RESPONSIBILITIES:

- Meet, greet and orient career center visitors to services and resources
- Assist Employer Services Manager as needed with employer programs including: job fairs, employer information tables, employer-led workshops, and other special events
- Assist Acting Director as needed to respond to routine requests for information and support of special projects
- Advise students on internship and post-graduate employment opportunities, job search strategies, career development issues, and professional practices
- Create and edit office publications and career development handouts
- Maintain information on career center bulletin boards around campus
- Copy and post career center handouts, flyers, modules, and booklets around campus
- Keep career center magazine racks and information tables neat and fully stocked
- Catalog, shelve and file resource library materials and books
- Provide phone coverage during lunch breaks and other times as needed
- Assist with administrative needs (e.g., data entry, copying, shredding, filing)
- Conducts career research for workshop presentations

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

• Knowledge and understanding of computer systems and software packages. Proficient in MS Word, MS Publisher, MS PowerPoint, and MS Excel.

• Must possess excellent organizational, project management, communication and interpersonal skills.

• Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast-paced environment.

• Must be able to relate to a diverse body of students, faculty and employers

• Ability to work independently; self-directed

MINIMUM TRAINING & EXPERIENCE:

- Experience in a college/university setting or office environment.
- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher)
- Excellent communication and writing skills.

CONDITIONS OF EMPLOYMENT:

- Office environment, some physical lifting, bending, pulling, standing on step stools, walking throughout the campus will be required.
- Must be able to work on Wednesdays. Evening hours are available for special events and extended hours.
- Frequent no-shows will not be accepted and can lead to dismissal from the work-study job.