Becker Career Center - Career Assistant Positions

ALL Career Assistants (CAs) are expected to:
- Greet and assist students, alumni, employers, faculty, and staff at the front desk
- Assist phone callers by answering questions, disseminating information, and transferring calls
- Schedule appointments for Career Education staff members utilizing Outlook calendar and monitor the flow of traffic in the Career Library
- Gain knowledge of and assist students and alumni utilizing online and print resources in the Career Library
- Participate in and promote Career and Experiential Education programs, resources, services and events
- Utilize office tools including eRecruiting, Outlook calendar, printers, copier, phones and fax machine
- Complete other duties as assigned

Qualifications: Telephone and interpersonal skills with a strong emphasis on customer service. Ability to maintain confidential information. Data entry skills, knowledge of Outlook, and use of the internet. Reliable, flexible, able to take initiative, work independently, detail oriented, willingness to learn, and a sense of humor.

Career Library Assistants
- Oversee incoming Career Library resources and materials, including mail distribution
- Manage handout supply and assist with preparation for programs and events
- Assist with organization, maintenance and enhancement of Career Library and Becker web page resources
- Assist in developing statistical reports tracking student participation/evaluation of programs and services
- Address student inquiries/questions pertaining to the print and electronic resources


Front Desk Assistants
- Greet and assist students, alumni, employers, faculty, and staff at the front desk
- Assist phone callers by answering questions, disseminating information, and transferring calls
- Schedule appointments for Career Education staff members utilizing Outlook calendar
- Collaborate with Senior Career Assistant and staff to manage flow of students in Career Center

Qualifications: Excellent interpersonal communication skills emphasizing customer service. Ability to multi-task and adapt to changes in routine. Must be comfortable with computers; experience with Outlook Calendar and the internet preferable.

Campus Communications Assistants
- Develop, implement and manage publicity and outreach plans to promote programs, events and resources including emails, flyers, bulletin boards, and outreach tables on campus
- Serve as a liaison to campus organizations, residences and other departments to advertise and promote events and programs to targeted student groups on campus
- Assist in developing program and event schedule for each term by researching various topics, identifying appropriate timing for specific programs and entering information into Career Center calendars
- Assist with program delivery including providing feedback/insights, assisting students with career resource technology, and facilitating

Qualifications: Creative, energetic, highly motivated; organized, detail-oriented. Motivated to take initiative and work independently. Students should have an interest in working with other students from an educator perspective - providing information in a clear, concise manner.

Employer Relations Assistants
- Meet and greet employer representatives participating in Becker Career Center programs and events
- Enter employer information and full-time & internship position details into online systems
- Conduct follow-up phone calls with employers and organizations
- Perform web research and organize hard copy employer literature in order to provide information to students
- Assist with preparation for on-campus and off-campus recruiting programs and events

Qualifications: Strong communication, organizational, analytical and typing skills; detail oriented. Must be comfortable with technology and have the ability carry out project work with efficiency and accuracy. Position requires data entry and employer contact must be comfortable and capable, and willing.