Student Job Description

Department: Becker Career Center
Location: Becker Career Center

Supervisor's Name: Pete Fowler

Please indicate hours/shifts available: Mondays through Fridays, 8:30 a.m. to 5:00 p.m.

Rate of Pay: minimum wage

All Career Assistants are expected to:
• Greet and assist students, alumni, employers, faculty and staff at the front desk
• Answer phones and assist callers by answering questions, disseminating information and transferring calls
• Schedule appointments for Career Education staff using Outlook calendar and monitor the flow of traffic in the Career Library
• Gain knowledge of and assist students and alumni using online and print resources in the Career Library
• Participate in and promote Career and Experiential Education programs, resources, services and events
• Use office tools including eRecruiting, Outlook calendar, printers, copiers, phones and fax machine
• Complete other duties as assigned

Qualifications for Career Assistants:
• Telephone and interpersonal skills with a strong emphasis on customer service
• Ability to maintain confidential information
• Data entry skills
• Knowledge of Outlook
• Reliability, flexibility, ability to take initiative and work independently
• Detail oriented, with a willingness to learn and a sense of humor

Specific Position(s) within the Department: Career Library Assistants

Duties and Responsibilities:
• Oversee incoming Career Library resources and materials, including mail distribution
• Manage supply of handouts and assist with preparation for programs and events
• Assist with organization, maintenance and enhancement of the Career Library and Becker webpage resources
• Develop statistical reports tracking student participation and evaluation of programs and services
• Address student inquiries pertaining to print and electronic resources

Qualifications for the Position:
• Ability to multi-task and adapt to changes in routine
• Ability to take initiative and work independently
• Interest in career library management
• Computer experience - specifically Word, Excel, database use and the internet

Specific Position(s) within the Department: Front Desk Assistants

Duties and Responsibilities:
• Greet and assist students, alumni, employers, faculty and staff at the front desk
• Answer phones and assist callers by answering questions, disseminating information and transferring calls
• Schedule appointments for Career Education staff members using Outlook calendar
• Collaborate with Senior Career Assistant and staff to manage flow of students in the Career Center

Qualifications for the Position:
• Excellent interpersonal and communication skills with an emphasis on customer service
• Ability to multi-task and adapt to changes in routine
• Computer experience - specifically Outlook calendar and the internet

Specific Position(s) within the Department: Campus Communications Assistants

Duties and Responsibilities:
• Develop, implement and manage publicity and outreach plans to promote programs, events and resources including emails, flyers, bulletin boards and on-campus outreach tables
• Serve as liaison to campus organizations, residences and other departments to advertise and promote events and programs to student groups
• Assist in developing program and event schedule for each term by researching various topics, identifying appropriate timing for programs and entering information into Career Center calendars
• Assist with program delivery including providing insight and feedback
• Help students make use of career resource technology

Qualifications for the Position:
• Creative, energetic and highly motivated
• Organized and detail oriented
• Motivated to take initiative and work independently
• Have an interest in working with other students from an educator's perspective
• Ability to communicate information clearly and in a concise manner

Specific Position(s) within the Department: Employer Relations Assistant

Duties and Responsibilities:
• 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 copies of employer literature to provide information to students
• Assist with preparation for on-campus and off-campus recruiting events and programs

Qualifications for the Position:
• Strong communication, organizational, analytical, data entry and typing skills
• Organized and detail oriented
• Comfort with technology and have the ability to carry out projects with efficiency and accuracy
• Ability to communicate personably with employer contacts to develop lasting relationships