

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 personally with employer contacts to develop lasting relationships