CAREER SERVICES STUDENT ASSISTANT

RESPONSIBILITIES

- Greet and serve as first point of contact in office for visitors including students, employers, and campus constituents
- Answer inquiries by phone, email and in-person in a professional manner
- Track progress on work assignments and communicate progress to other members of student team
- Schedule appointments with staff and relay messages
- Accurately enter internships, job descriptions, and employer information into database
- Accurately enter event evaluations, registration information and student attendance into Excel
- Assist students in creating their profiles in database system
- Assist with emails and social media efforts to promote events to current students
- Participate in set-up and implementation of job fairs and represent Career Services to employers and students
- Maintain organization of office through filing, arrangement of publications and organization of supplies in storage area.
- Attend at least one Career Services event per semester in which you are not working.
- Participate in training to develop skills and competencies
- Other duties as assigned

SKILLS YOU WILL GAIN

Teamwork/Collaboration – Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

Professionalism/Work Ethic – Demonstrate personal accountability and effective work habits, e.t., punctuality, working productively with others, managing time workload, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.

Oral/Written Communications – Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively (this component of competency is not expected at Student Assistant level).

Global/Intercultural Fluency - Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

STUDENT DATA ASSISTANT

RESPONSIBILITIES

- Greet and serve as first point of contact in office for visitors including students, employers, and campus constituents
- Answer inquiries by phone, email and in-person in a professional manner
- Track progress on work assignments and communicate progress to other members of student team
- Serve as primary contact for creating spreadsheets to support assessment of programs
- Accurately enter event evaluations, registration information and student attendance into Excel
- Assist with information gathering and the collection of data related to surveys and evaluations
- Recommend new methods for using software/technology to capture data
- Schedule appointments with staff and relay messages
- Accurately enter internships, job descriptions, and employer information into database
- Assist students in creating their profiles in database system
- Assist with emails and social media efforts to promote events to current students
- Participate in set-up and implementation of job fairs and represent Career Services to employers and students
- Maintain organization of office through filing, arrangement of publications and organization of supplies in storage area.
- Attend at least one Career Services event per semester in which you are not working.
- Participate in training to develop skills and competencies

SKILLS YOU WILL GAIN

Digital Technology - Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

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Professionalism/Work Ethic – Demonstrate personal accountability and effective work habits, e.t., punctuality, working productively with others, managing time workload, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.

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