**Assistantship Opportunity**

**Please distribute to potential candidates and instruct students to respond directly to Marcy Bullock**

**CALS Career Services Graduate Assistant Position 2010/2011**

-Tuition and stipend included. 20 hours per week.
-Design a unique Career Services Initiative. This project will be your original idea and it must support the mission of our office. Submit innovative project ideas to the Director for approval in the Fall semester and implement and assess outcomes in the Spring. Present results of the project in May at the annual Advisory Board Meeting.
-Front desk reception duties.
-Schedule appointments for director, advisor, graduate assistant, and peer counselors.
-Post jobs and internships to ePACK and set up on campus interview schedules with employers.
-Design creative emails about Career Services and upcoming events for parents to encourage them to share this information with their students.
-Maintain web page and create posters.
-Manage bulletin boards/marquees to ensure content is current.
-Manage Facebook page and track student participation.
-Design publicity materials that will appeal to college students, including logos for events.
-Schedule classroom announcements with faculty at the beginning of each semester.
-Compose monthly e-newsletters with input from office.
-Assist with Career Expo preparation and actual event in October.
-Organize and track workshop attendance.
-Assist with catering.
-Track statistics for annual report.
-Design annual report.
-Analyze senior survey.
-Assist with room reservations.
-Order supplies and track inventory.
-Take minutes at weekly meetings.
-Post on-line registrations for events using the Reservation Tool.
-Assist Career Services Staff as needed.
-Delegate work to student assistant.

**Key Qualifications:**
- Passionate about working in higher education and helping students.
- Highly responsible and motivated graduate student with an outstanding work ethic.
- Strong time management and multitasking skills.
- Knowledge of the resources that Career Services provides.
- Organized and efficient worker with a keen attention to detail.
- Flexible and adaptable.
- Communication/interpersonal skills are critical.
- Demonstrates professional conduct interacting with employers, faculty, and students.
- Ability to work in a fast-paced, team centered environment.
- Quick independent learner who is a resourceful trouble shooter.
- Creative marketer able to promote services in a persuasive manner.
- Strong computer skills - Microsoft Office Suite required, Adobe Creative Suite preferred.