

## Career Assistant Job Description

Job Title: Career Assistant  
Office/Department: Career Services  
Location: Ebersole Center  
Supervisor: Assistant Director of Career Services  
Length of Employment: Academic year  
Job Wage Rate: 7.25 per hour

### Position Summary:

Because Career Services works with students, alumni, recruiters, faculty, staff, and the general public, Career Assistants are expected to promote an atmosphere of professionalism and to be courteous and helpful to those who use our facilities. Below are the principal duties and responsibilities of the overall staff.

- Serve as a receptionist which includes answering phones, taking messages, and making appointments.
- Greet and assist students in the Career Services office.
- Provide office support for full-time staff, including typing, filing, copying, and preparing mailings.
- Assure that resources, the desk area, and the office are easy to use and in proper order.
- Assist with Career Services events and programs.
- Attend and participate in continued training.
- Other duties as assigned.

\*In addition to the principal duties and responsibilities, each Career Assistant has a special assignment.